

Formulas Online

[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 1.

Figure 1: Create a New Rider – Select New Drop-Down Menu



The Company modal window displays. See Figure 2.

Figure 2: Create a New Rider – Select Company Name

Create New or Superseding Formula

*fields are required.

* Company Name: POMADD - POM ADDITIVES
POM - POM CHEMICALS

Continue Cancel

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 3.

Create a New Rider Submission

Figure 3: Create a New Rider – Address Fields

The screenshot shows a modal window titled "Create New or Superseding Formula" with a red header bar and a close button in the top right corner. Below the header, there is a note: "* fields are required." The form is divided into two main sections: "Company" and "Submitter Mailing Address".

Company:

- * Company Name: POMADD - POM ADDITIVES (dropdown menu)
- Name: POM ADDITIVES
- Street: 1234 MAIN STREET
- City: FAIRFAX
- State: VA
- Zip: 22032

Submitter Mailing Address:

- Address Format: USPS Domestic (dropdown menu)
- * Street: 1310 G Street NW
- * City: Washington
- * State: DC (dropdown menu)
- * Zip: 20005 (split into two input boxes)

At the bottom right of the modal, there are two buttons: "Continue" and "Cancel".

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 4.

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Company/Address Detail

Figure 4: Create a New Rider – Company Tab with Company Address Added

The screenshot shows the 'Rider' form with the 'Company' tab selected. The 'Company/Address Detail' section contains a table with the following data:

<input type="checkbox"/> ADDRESS TYPE	PERMIT NUMBER/NAME	ADDRESS	PHONE NUMBER	START DATE	END DATE
<input type="checkbox"/> Company	POMADD - POM ADDITIVES	1234 MAIN STREET, FAIRFAX, VA, 22032			
<input type="checkbox"/> Mailing	Jane Smith	1310 G Street NW, Washington, DC, 20005	2024532000		

Buttons for 'Add' and 'Delete' are located below the table. The 'Perjury Statement' section contains a checkbox and the text: '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.' At the bottom, there are buttons for 'Save as Draft', 'Validate', 'Cancel', 'Submit', and 'Next »'.

► **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.

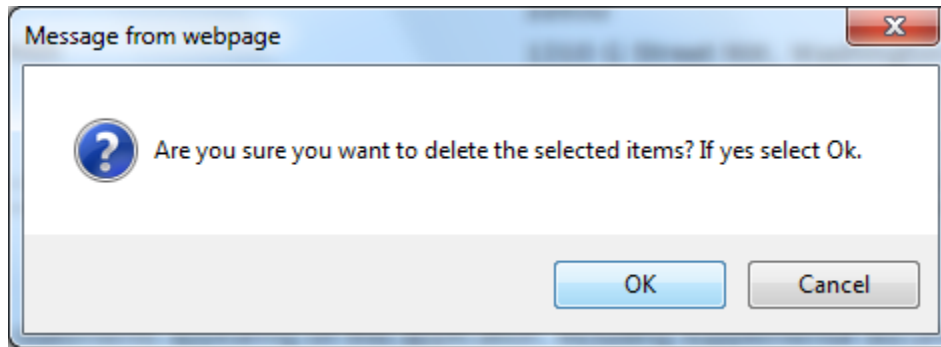
► **Note:** Please contact ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for 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 5. Select the **OK** button to confirm.

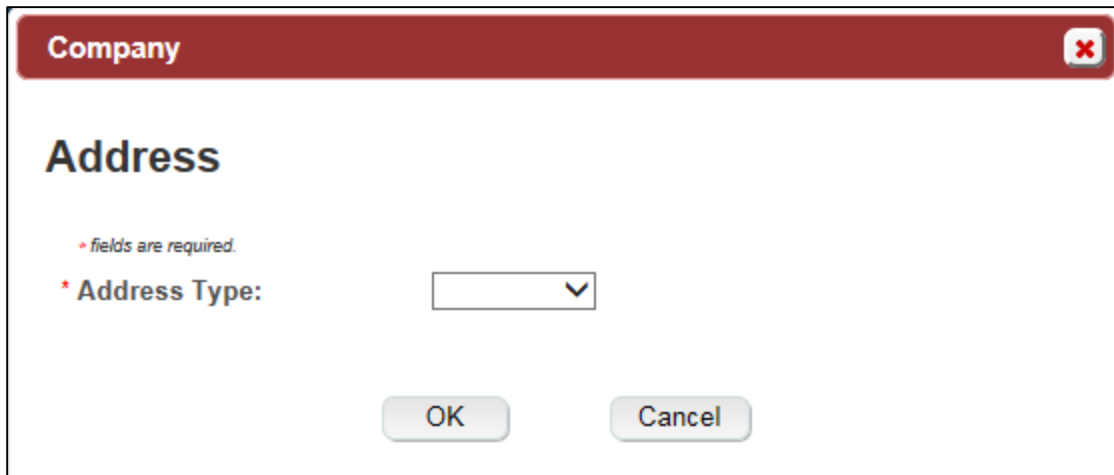
Create a New Rider Submission

Figure 5: Create a New Rider – Delete Address Confirmation



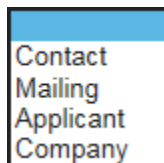
2. Select the **Add** button to add a new address. The Address modal window displays. See Figure 6.

Figure 6: Create a New Rider – Address Modal Window

A screenshot of an "Address" modal window. The window has a dark red header bar with the word "Company" and a close button (X) in the top right corner. Below the header, the word "Address" is displayed in a large, bold font. Underneath, there is a red asterisk followed by the text "fields are required." and another red asterisk followed by "Address Type:" next to a white drop-down menu with a downward arrow. At the bottom of the modal, there are two buttons: "OK" and "Cancel".

3. Select the address type from the Address Type drop-down list. See Figure 7. The system displays the address fields. See Figure 8.

Figure 7: Create a New Rider – Address Type



4. Enter the company address information in the available fields. See Figure 8. If you select Foreign for Address Format, additional address fields display. See Figure 9.

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Figure 8: Create a New Rider – Address Fields (Domestic)

Company ✕

Address

** fields are required.*

* Address Type: ▾

Address Format: ▾

* First Name:

* Last Name:

Telephone:

E-mail Address:

Street:

City:

State: ▾

Zip: -

Figure 9: Create a New Rider – Address Fields (Foreign)

The screenshot shows a modal window titled "Company" with a red header bar. Below the header, the "Address" section is displayed. A small red asterisk and the text "fields are required." are positioned above the form fields. The form contains the following fields:

- * Address Type:** A dropdown menu with "Contact" selected.
- Address Format:** A dropdown menu with "Foreign" selected.
- * First Name:** A text input field.
- * Last Name:** A text input field.
- Telephone:** A text input field.
- E-mail Address:** A text input field.
- Street:** A text input field.
- City:** A text input field.
- Country:** A dropdown menu with a downward arrow on the right.
- Region:** A text input field.
- Province:** A text input field.
- Foreign Postal Code:** A text input field.

At the bottom of the modal window, there are two buttons: "OK" and "Cancel".

► **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 11.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 10.

Create a New Rider Submission

Contacts

Figure 10: Create a New Rider – Contacts

Contacts			
Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	202-453-2000	

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 11: Create a New Rider – Main Tab

Rider

- Main
- Formula
- Samples
- Company
- Comments
- Docs/Links

[Print](#) | [Comment](#) | [Upload](#)

COMPANY ID: POMADD COMPANY NAME: POM ADDITIVES

* Product Name:

Supersedes Formulas

<input type="checkbox"/>	COMPANY FORMULA #	TTB FORMULA ID

Contacts

Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	202-453-2000	Anna.Sari@ttb.gov

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.

► **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 15.

Superseded Formula

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

1. Select the **Add** button. The Superseded Formula modal window displays. See Figure 12.

Figure 12: Create a New Rider – Superseded Formula

Supersedes Formulas

Superseded Formula

Superseded Formula

Closed TTB Formula ID: Closed Company Formula #:

OR

TTB Formula ID:

OR

Company Code: Company Formula #:

OK Cancel

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 13.

Figure 13: Create a New Rider – Superseded Formula Added

Supersedes Formulas

<input type="checkbox"/>	COMPANY FORMULA #	TTB FORMULA ID
<input type="checkbox"/>	POMADD-333	1000726

Add Delete

► **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 14. Select the **OK** button to confirm.

Figure 14: Create a New Rider – Delete Superseded Formula Confirmation

Message from webpage

Are you sure you want to delete the selected formula? If yes select Ok.

OK Cancel

Create a New Rider Submission

► **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 15: Create a New Rider – Formula Tab

Rider

Main Formula Samples Company Comments Docs/Links

[Print](#) | [Comment](#) | [Upload](#)

Product Name:

* Description of revisions and/or additions to original formula: ?

2000 characters left

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.

« Previous Save as Draft Validate Cancel Submit Next »

► **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 16.

Sample Detail

Figure 16: Create a New Rider – Samples Tab

Rider

Main Formula Samples Company Comments Docs/Links

[Print](#) | [Comment](#) | [Upload](#)

Sample Detail *

SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
Add							

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.

« Previous Save as Draft Validate Cancel Submit »

Create a New Rider Submission

► **Note:** Rider 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 17.

Figure 17: Create a New Rider – Sample Modal Window

The image shows a modal window titled "Sample" with a close button in the top right corner. The main heading inside the window is "Sample". Below this is a section titled "Sample Information" which contains several input fields: "Sample ID:" (empty), "Quantity:" (empty), "Unit of Measure:" (empty), "% Fill:" (empty), "* Description:" (a text area with a vertical scrollbar and a character count of "250 characters left"), and "Date Sent:" (empty). At the bottom of the window are two buttons: "OK" and "Cancel".

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 18.

Create a New Rider Submission

Figure 18: Create a New Rider – Samples Tab with Sample Added

Rider

Main Formula **Samples** Company Comments Docs/Links

Print | Comment | Upload

Sample Detail

For Selected Samples:

<input type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/>	Pending		1.0	liter		POM SAMPLE		

Perjury Statement

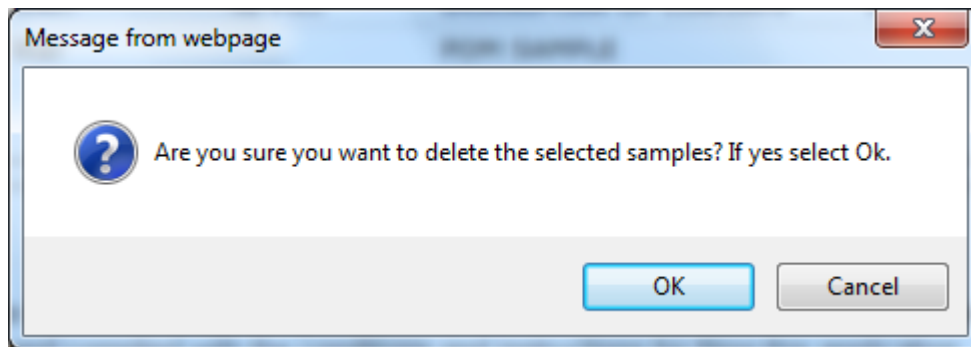
Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this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

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 19. Select the **OK** button to confirm.

Figure 19: 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 20. Alternatively, a green message displays indicating no issues were found with the submission. See Figure 21.

Create a New Rider Submission

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 20: Create a New Rider – Unsuccessful Validation Message

Rider ⓘ

Errors:

Formula Tab

- Description of revisions and/or additions to original formula is required.

Main Formula Samples Company **Comments** Docs/Links

Figure 21: Create a New Rider – Successful Validation Message

Rider ⓘ

Validation is successful - no errors were found.

Main Formula Samples Company **Comments** Docs/Links

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 22.

Figure 22: Create a New Rider – Save As Draft Confirmation

Rider ⓘ

Informational Messages

- Your submission was successfully saved as a draft. It will not be forwarded to TTB for review until you submit. If it remains a draft for over 30 days, it will be automatically deleted.

Main Formula Samples Company **Comments** Docs/Links

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 23.

Figure 23: Create a New Rider – Perjury Statement

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.

Save as Draft Validate Cancel Submit

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 24.

Create a New Rider Submission

Figure 24: Create a New Rider – Submission Confirmation

Rider 

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: 1334495.

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

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.

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.

[Enter a Sample Sent Date for Rider Submissions](#)

See [Entering Sample Sent Date](#) for sample sent date instructions.

[Print a Sample ID Sheet for Rider Submissions](#)

See [Printing Sample ID Sheets](#) for sample sending instructions.

[Comments and Docs/Links for Rider Submissions](#)

See [Adding, Editing, and Deleting Comments](#) for comment instructions. See [Uploading Attachments and Linking Submissions](#) for upload and link instructions.

[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 [Editing, Correcting, and Resubmitting Submissions](#) for editing, correction, and resubmission instructions.

[Copy an Existing Rider Submission](#)

See [Copying Existing Submissions](#) for copy instructions.

[Print a Rider Submission](#)

See [Printing Submissions](#) for print instructions.

[Withdraw a Rider Submission](#)

See [Withdraw a Submission](#) for instructions on how to withdraw an active submission prior to TTB process completion.