



# COLAs Online

## What's New in COLAs Online 3.9 (Industry Members)

April 4, 2013

The following enhancements in functionality and interface are included in Version 3.9 of the COLAs Online system:

- **Multiple Logon Access to COLAs Online** – You may now access COLAs Online multiple times with your user name and password without error. Previously, if you were logged on and the browser window or tab was closed without you logging out and you reattempted logon, an error message displayed stating **“Login Error: User is Already Logged On”** and you had to wait 20 minutes to successfully log back on to COLAs Online.
- **Alcohol Content Field Validation** – You may now enter numbers or text in the Alcohol Content field on the Create Application Step 2 of 3: COLA Information page. If you enter a numeric value that is not between 0.00 – 100.00 and attempt to proceed with the application, an error message displays.

### Alcohol Content Field Error Message

The screenshot shows the COLAs Online interface. At the top left is the logo for the Alcohol and Tobacco Tax and Trade Bureau. Below it, the text reads 'TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval'. The main heading is 'Create Application Step 2 of 3 : COLA Information'. A navigation menu on the right includes links for 'Formulas Online', 'Home: My eApplications', 'Create an eApplication', 'Search for eApplications', 'My Profile', 'Contact Us', 'Instructions', and 'Log Off'. Below the heading, there is a red-bordered box containing the error message: 'Information / Error Messages: When numeric, Alcohol Content must be within the range of 0.00 - 100.00.' Below this, there is a text input field labeled 'Application Information:'.

- **Cancel Application Button Renamed to Cancel Changes** – You may now utilize the **Cancel Changes** button on the Verify Application page to cancel changes for an application in “Saved Not Submitted” status. Previously, the button was named **Cancel application**.

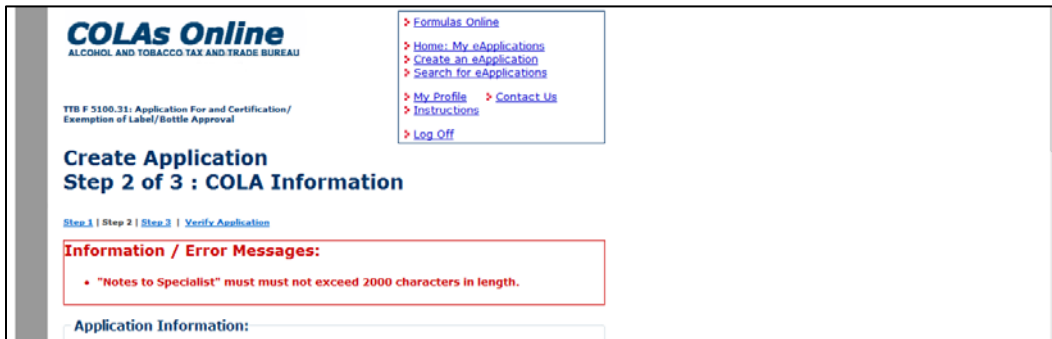
### Cancel Changes Button

The screenshot shows a declaration form. The text reads: 'Under the penalties of perjury, I declare: that all the statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31. Certificate/Exemption of Label/Bottle Approval.' Below this is a checkbox labeled 'I agree'. The form also displays 'Date of Application 03/08/2013' and 'Applicant Name JANE SMITH'. There are two buttons: 'Submit application' and 'Don't submit yet; save for 30 days'. At the bottom, there is a button labeled 'Cancel Changes' which is circled in red, and a '<< Previous' button.

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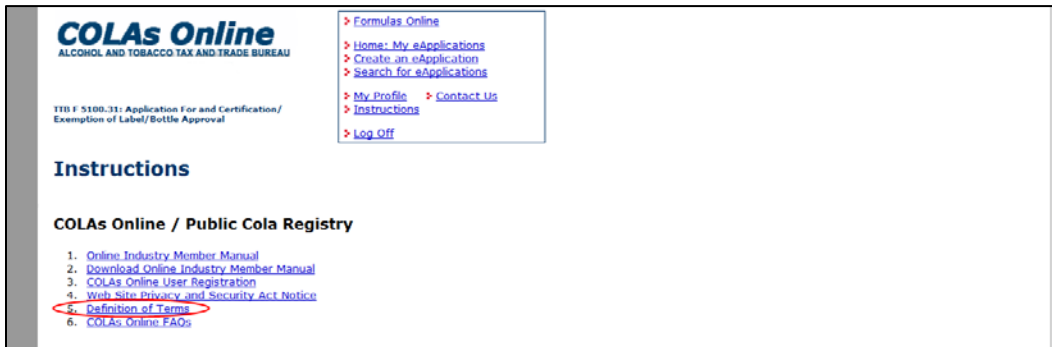
- **Notes To Specialist Field Validation** – You may now enter up to 2000 characters in the Notes to Specialist field on the Create Application Step 2 of 3: COLA Information page when creating a COLA eApplication. You may also enter up to 2000 characters in the Notes to Specialist field on the Create Application Step 2 of 3: COLA Information page when correcting a COLA eApplication in “Needs Correction” status. If you enter more than 2000 characters in this field and attempt to proceed with the application, an error message displays.
- **Note:** When your application is in “Needs Correction” status, the 2000 characters limit applies to the combined total of all previous and current notes to specialist. For example, if you previously added a note of 1000 characters, you can only submit a current note of 1000 characters.

### Notes to Specialist Field Error Message

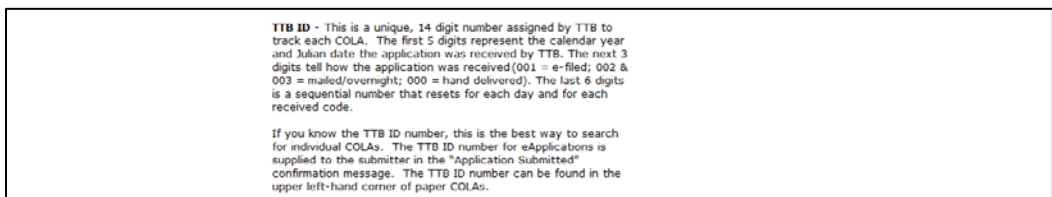


- **Updated “TTB ID” Definition** – You may now view an updated definition of the term “TTB ID” by selecting the [Definition of Terms](#) link on the Instructions page in COLAs Online:

### Definition of Terms Link on Instructions Page



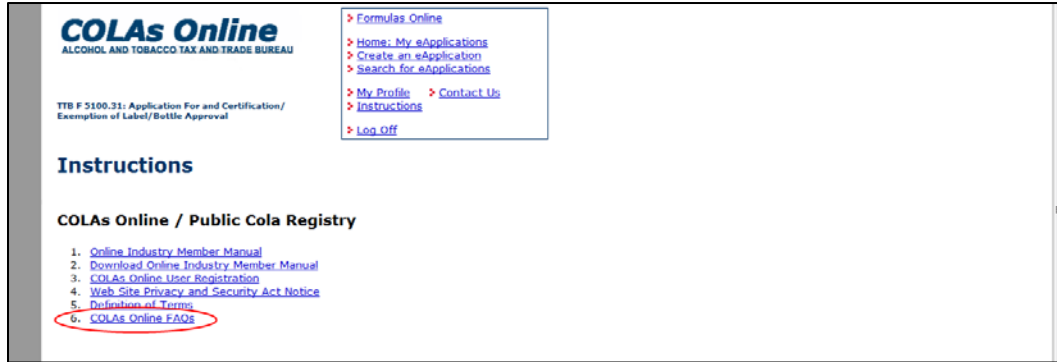
### TTB ID Definition on Definition of Terms Page



## What's New in COLAs Online 3.9 (Industry Members)

- **Corrected COLAs Online FAQs Link** – You may now access the [COLAs Online FAQs page](#) on [TTB.gov](#) through the corrected [COLAs Online FAQs](#) link on the Instructions page in COLAs Online.

### COLAs Online FAQs Link on Instructions Page

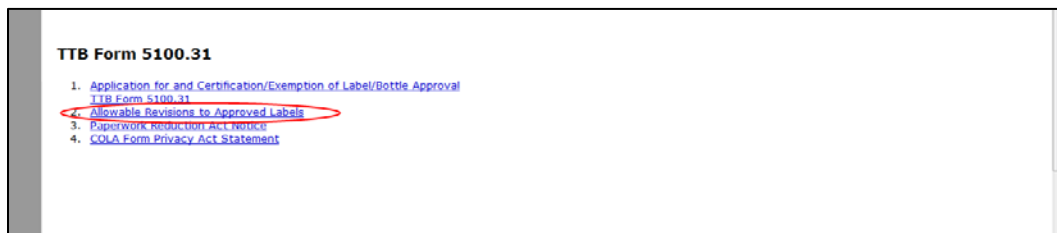


### COLAs Online FAQs on TTB.gov



- **Corrected Allowable Revisions to Approved Labels Link** – You may now access the [Allowable Revisions to Approved Labels](#) section of the form [TTB F 5100.31 Application for and Certification/Exemption of Label/Bottle Approval](#) through the corrected [Allowable Revisions to Approved Labels](#) link on the Instructions page in COLAs Online.

### Allowable Revisions to Approved Labels Link on Instructions Page



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### Allowable Revisions to Approved Labels Section

V. ALLOWABLE REVISIONS TO APPROVED LABELS				
<p>Once a label receives TTB approval, you are permitted to make certain changes to that label without submitting it to TTB. The label(s) identified on and affixed to this certificate may be revised without resubmission as follows:</p> <p><b>NOTE:</b> Any revision(s) you make to your approved label(s) must be in compliance with the applicable regulations in 27 CFR parts 4, 5, 7, and 16, and any other applicable provision of law or regulation, including, but not limited to, the conditions set forth in the "Comments" below.</p>				
YOU MAY...	REVISION APPLIES TO			COMMENTS
	WINE	DISTILLED SPIRITS	MALT BEVERAGE	
1. Delete any non-mandatory label information, including text, illustrations, graphics, etc.	YES	YES	YES	
2. Reposition any label information, including text, illustrations, graphics, etc.	YES	YES	YES	The repositioning must comply with any placement requirements applicable to mandatory information. For example, some types of mandatory information must appear on the brand label or must appear together with other label information.
3. Change the color(s) (background and text), shape and proportionate size of labels. Change the type size and font, and make appropriate changes to the spelling (including punctuation marks and abbreviations) of words, in compliance with the regulations. Change from an adhesive label to one where label information is etched, painted or printed directly on the container and vice versa.	YES	YES	YES	All mandatory information must be readily legible and appear on a contrasting background. If you received approval for a single label then you may not divide the label into multiple labels without re-approval. All changes must comply with applicable regulations, and changes in spelling must not change the meaning of the previously approved information.
4. Change the stated percentages for blends of grape varieties and appellations of origin for wine labels.	YES	N/A	N/A	When used for any of these items, the total percentages for each element must equal 100%. You may not change the name of the stated varieties or appellations without submitting a new application.
5. Add, change or delete a vintage date for wine labels.	YES	N/A	N/A	If the vintage date is deleted, no reference to "Vintage" may be made on any label or other materials (e.g., caps, capsules, corks, etc.) affixed to the bottle. When adding a new vintage date, you must comply with all applicable regulations, including the requirements regarding appellations of origin.
6. Change the optional "produced" or "made" by statements on wine labels to "blended", "vinted", "cellared" or "prepared" by statements.	YES	N/A	N/A	
7. Add, change or delete the stated amount of acid and/or the pH level for wine labels.	YES	N/A	N/A	
8. Change the stated amounts of sugar at harvest and/or residual sugar for wine labels.	YES	N/A	N/A	See ATF Ruling 82-4 for policy regarding use of sugar content statements and when such statements are required.
9. Add or delete bonded winery or taxpaid wine bottling house number for wine labels.	YES	N/A	N/A	If used, a bonded winery number must appear in direct conjunction with the bottler's name and address.
10. Change the net contents statement.	YES	YES	YES	Revisions must comply with all applicable regulations governing net content statements and standards of fill. Please ensure that all applicable type size requirements are met for each container size.