



# COLAs Online

## [Save Search Results in Public COLA Registry](#)

The Search Results: COLAs page in the Public COLA Registry allows public users the ability to [view their search results](#) based on criteria entered and [save the search results](#) to a .csv file (viewable through Microsoft Excel or other associated application).

### View Search Results COLAs

Follow these steps to view your search results:

1. Select the [Search Public COLA Registry](#) link from the menu box on any page in the Public COLA Registry.
2. Enter search criteria.
3. Select the **Search** button. The Search Results: COLAs page displays with search results based on the value entered. See Figure 1 and Figure 2.

**Figure 1: Search Results: COLAs (Top)**

The screenshot displays the top portion of the TTB COLA Registry search results page. At the top left is the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this is the "COLA Registry" header and a navigation menu with links: "Search Public COLA Registry", "COLAs Online FAQs", "Contact Us", "Public COLA Registry Manual", "Download Public COLA Registry Manual", and "COLAs Online Logon". The main content area is titled "Search Results: COLAs" and includes a "Printable Version" link and a "Save Search Results To File" link. Below these links is a table of search results with columns: "TTB ID", "Permit No.", "Serial Number", "Completed Date", "Fanciful Name", "Brand Name", "Origin", "Class", and "Type". The table shows 10 rows of results, with the first row being "09343001003333" for "POM HAUS JOY" and the last row being "10004000001111" for "POMCRAFT".

TTB ID	Permit No.	Serial Number	Completed Date	Fanciful Name	Brand Name	Origin	Class	Type
<a href="#">09343001003333</a>	BW-VA-17777	09B066	01/05/2010	POM HAUS JOY	POM OAK WINERY		05	80
<a href="#">09352001007777</a>	BW-VA-15555	092033	01/05/2010		POM CELLAR VINTNERS		05	81
<a href="#">09364001004444</a>	BW-VA-222	09JR66	01/05/2010	POM CREEK WHITE	POM CREEK VINEYARDS		05	81
<a href="#">09364001003333</a>	BW-VA-222	09JR77	01/05/2010	POM CREEK RED	POM CREEK VINEYARDS		05	80
<a href="#">09364001004444</a>	BW-VA-222	09JR88	01/05/2010		POM CREEK VINEYARDS		05	80
<a href="#">09364002001111</a>	BW-VA-999	090011	01/05/2010		POM HILL VINEYARDS		05	80
<a href="#">09364002002222</a>	BW-VA-999	090022	01/05/2010		POM HILL VINEYARDS		05	80
<a href="#">09365001006666</a>	BW-VA-888	090055	01/05/2010		POM VINEYARDS		05	81
<a href="#">10004000001111</a>	BW-VA-555	090022	01/06/2010		POMCRAFT		05	81

## Save Search Results in Public COLA Registry

Figure 2: Search Results: COLAs (Bottom)

12222	BWN-VA-12222	10VI11	01/11/2010		POM RIDGE	05	81
10004001002222	BWN-VA-12222	10SM11	01/08/2010		POM RIDGE	05	80
10004001006666	BWN-VA-12222	10RR11	01/08/2010		POM RIDGE	05	80
10004001007777	BW-VA-555	100011	01/08/2010	POM TIME	POM VINEYARDS	05	80
10005000005555	BWN-VA-18888	100011	01/06/2010		POM WORKS RED	05	80
10005001001111	DSP-VA-15555	100011	01/11/2010	POM STONE RYE	POM CREEK	05	142
10005003005555	DSP-VA-15555	100022	01/11/2010	POM SHED GIN	POM CREEK	05	209
10005003006666							

[Printable Version](#)

1 to 20 of 44 (Total Matching Records: 44) | [Next >](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [altd@ttb.gov](mailto:altd@ttb.gov).

If you have difficulty accessing any information in the site due to a disability, please contact us via email ([webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0.  
If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

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 PENALTIES. 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.

► **Note:** Search results are limited to a maximum of 500 items.

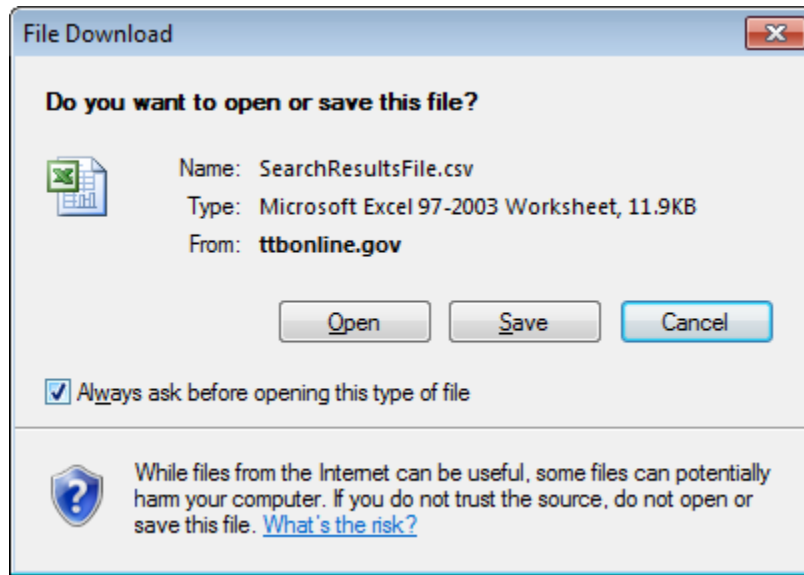
4. To sort the search results, select on any column heading to sort on that attribute.
5. To view more search results, select the [Next](#) link.
6. To view the details of a COLA, select the [TTB ID](#) link.
7. Select the **New Search** button to return to the Search page.

### Save Search Results COLAs

Follow these steps to save your search results to a .csv file:

1. Follow the steps in View Search Results COLAs.
2. Select the [Save Search Results To File](#) link above the search results. See Figure 1. The File Download dialog displays. See Figure 3.

Figure 3: File Download



3. Select the **Save** button or select the **Open** button.
  - a. If you select the **Save** button: Save the file when prompted and then select the **Open** button. The search results display in the associated application (i.e., Microsoft Excel). See Figure 4.

► **Note:** It is recommended you select the **Save** button in the File Download dialog, save the file in the Save As dialog, and then select the **Open** button in the Download Complete dialog to display the search results file the associated application faster.

- b. If you select the **Open** button: The search results display in the associated application (i.e., Microsoft Excel). See Figure 4.

► **Note:** Opening the search results directly without saving first may take longer to display the search results in the associated application.

Figure 4: Microsoft Excel File with Search Results

	TTB ID	Permit No	Serial Nur	Complete	Fanciful N	Brand Nar	Origin	Class/Type
1	TTB ID							
2	'09343001003333'	BWN-VA-	09B066	1/5/2010	POM HAU	POM OAK	5	80
3	'09352001007777'	BWN-VA-	092033	1/5/2010		POM CELL	5	81
4	'09364001004444'	BW-VA-2	09JR66	1/5/2010	POM CREE	POM CREE	5	81
5	'09364001003333'	BW-VA-2	09JR77	1/5/2010	POM CREE	POM CREE	5	80

## Save Search Results in Public COLA Registry

► **Note:** Search results saved are limited to a maximum of 500 items returned from the search.

The following detail from the search results will be included in the file:

- **TTB ID** – This is a unique, 14 digit number assigned by TTB to track each COLA. The first 5 digits represent the calendar year and Julian date the application was received by TTB.

► **Note:** TTB ID values will be enclosed in single quotes (‘).

- **Permit No.** – This is a unique number that is assigned by TTB to each business location.
- **Serial Number** – This is a unique, sequential number assigned by the COLA holder. The first two digits reflect the calendar year the application was created. The remaining digits may be a combination of letters and numbers but may not exceed four characters in length.
- **Completed Date** – This is the date when the COLA application was approved.
- **Fanciful Name** – This is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.
- **Brand Name** – This is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.
- **Origin** – This code indicates the country (or state for domestic products) of origin for each product. Each country has been assigned a unique origin code. Enter the origin code if you know it, or use the lookup feature to find it.
- **Class/Type** – This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code.