

COLAS ONLINE: CONDITIONALLY APPROVED STATUS

TTB – ALFD
JUNE 25, 2019



Notice:

This information is being presented to help the public to understand and comply with the laws and regulations that the Alcohol and Tobacco Tax and Trade Bureau administers. It is not intended to establish any new, or change any existing, definitions, interpretations, standards, or procedures regarding those laws and regulations.

In addition, this presentation may be made obsolete by changes in laws and regulations. Please consult the regulations for the most current regulatory requirements.

Sample documents (such as records, returns, and labels) are for illustrative purposes only and contain fictitious data.

DISCLAIMER



- COLAs Online, the TTB system for electronic submission of applications for certificates of label approval (COLAs), includes a new status, **Conditionally Approved**.
- Under certain limited circumstances, TTB specialists reviewing applications in COLAs Online may propose changes to the information you entered in the application to make it match the label that was submitted along with the application. After the specialist proposes the changes, the application enters the **Conditionally Approved** status.
- If you have an application in this status, you will be able to review and then either accept the changes, which will result in immediate approval of the application, or decline the changes, in which case you can make any necessary changes yourself and return the COLA application to TTB.

SUMMARY



Malt Bev/Distilled Spirits

- Brand Name
- Fanciful Name

Editable Fields

Brand Name:

Fanciful Name:

Wine

- Brand Name
- Fanciful Name
- Grape Varietal(s)
- Appellation(s)

Editable Fields

Brand Name:

Fanciful Name:

Grape Varietal(s):

Grape Varietal	Remove?
Aleatico	

Appellation(s):

WHICH APPLICATION FIELDS ARE INVOLVED?



Proposed Changes Email

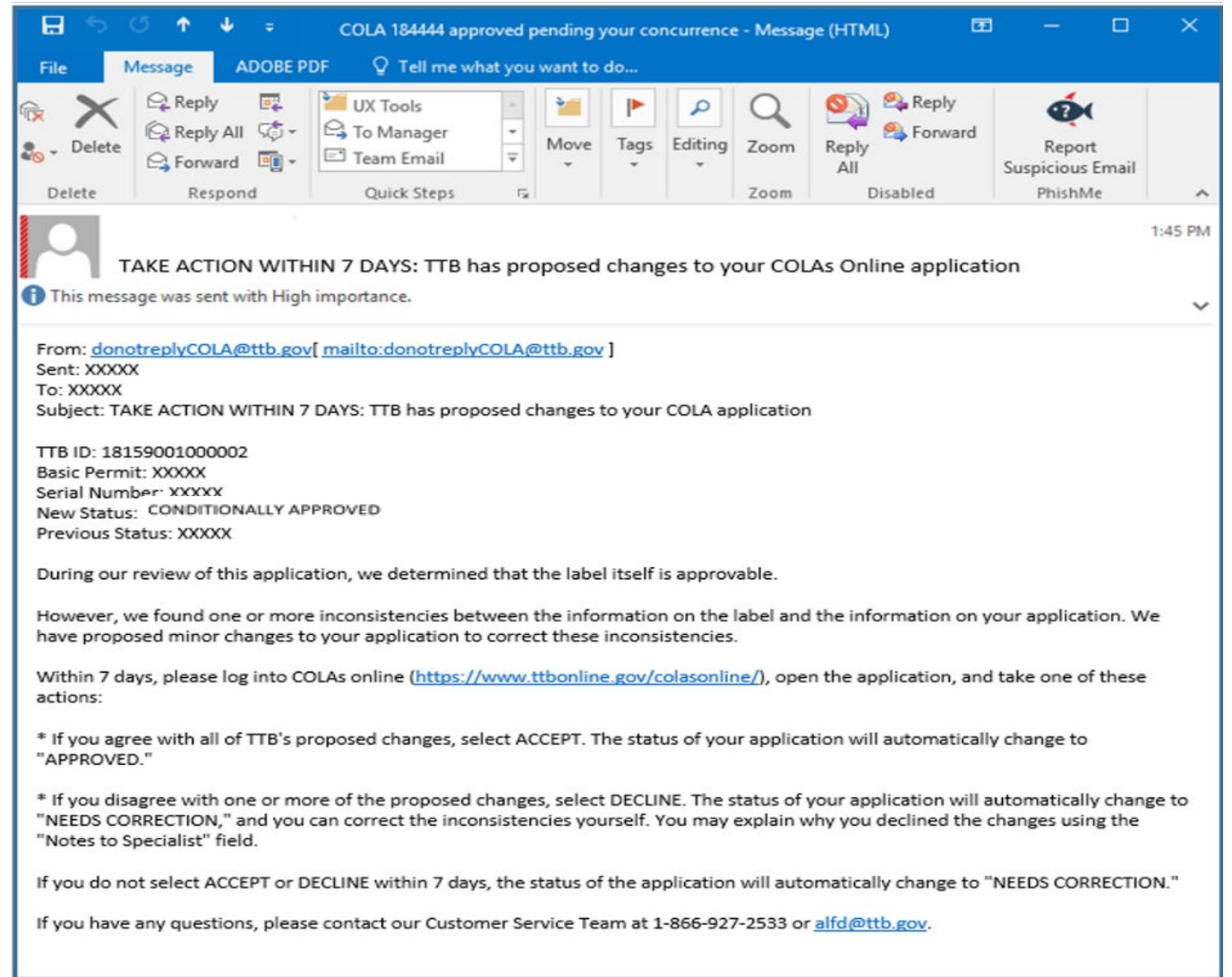
When the specialist puts an application into **Conditionally Approved** status, an email is generated detailing the following:

Take Action – 7 Days

Application Submission Summary

Link to log in to COLAs Online from the email

Summary of options –
Accept/Decline/No Action



eApplications Inbox

When you log in, you will see a list of applications that require action (both **Conditionally Approved** and **Needs Correction**).

The list is sorted first by the “Take Action By” date (in reverse chronological order so shortest response time appears at the top), then by “Status Date” (most recent to oldest).

You will have 7 days to accept or decline changes for **Conditionally Approved** applications; after 7 days the status automatically changes to **Needs Correction**.

NOTE:


Brand/Fanciful name columns show changes proposed by ALFD (not the original values you submitted).



My eApplications

This list is limited to your most recent 300 eApplications.
Please use Search for eApplications link above to find applications not listed here.

Create an eApplication

 = Approved with qualifications (notices or conditions under which the labels may be used).
Open the record for details.

 [Export all Applications](#)

Showing 1 to 20 of 31 entries

Filter list:

Excel Copy Print

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status	Take Action By
19094001000001	BR-CO-CBC-1	VC1111	fancy	192222	05/29/2019	CONDITIONALLY APPROVED	06/02/2019
19057001000013	CA-I-4086	FDASFDSA	fancy	191111	05/30/2019	CONDITIONALLY APPROVED	06/03/2019
19094001000004	CA-I-4086	GFDS1111		193333	06/03/2019	NEEDS CORRECTION	06/06/2019
19154001000001	BR-CO-CBC-1	BOB'S MERLOT		191111	06/03/2019	RECEIVED	
19126001000035	BR-CA-MIL-1	FDSA		192222	05/13/2019	REJECTED	
19094001000006	BR-CA-MIL-1	fdafdsa		192222	04/25/2019	REJECTED	
19092001000002	BR-CA-MIL-1	FDSA111112222		192222	04/18/2019	REJECTED	

Accept/Decline Proposed Changes

After selecting a **Conditionally Approved** application from the My eApplications Inbox, you can accept or decline the changes.

Screen shows the proposed changes.

NOTE:

Currently you must accept or decline ALL of the changes.



COLA Registry

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

[Formulas Online](#)

[Home: My eApplications](#)

[Create an eApplication](#)

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[Log Off](#)

Accept or Decline TTB's Proposed Changes to your Application

[Printable Version](#)

TTB ID:	19057001000013	Brand Name:	FDASFDSA
Permit Number:	CA-I-4086	Fanciful Name:	fancy
Serial Number:	191111	Appellation:	
		Grape Varietal:	N/A

During our review of this label application, we determined that the label itself is approvable. However, we found one or more inconsistencies between the information on the label and the information on your application.

We have proposed the following changes to your application to correct these inconsistencies:

- Brand Name changed from "STEP3" TO "FDASFDSA"

[View your labels](#) at the bottom of the printable version for reference.

If you agree with all of TTB's proposed changes: Select ACCEPT. The status of your application will automatically change to "APPROVED."

If you disagree with one or more of the proposed changes: Select DECLINE. The status of your application will automatically change to "NEEDS CORRECTION," and you can correct the inconsistencies yourself. You may explain why you declined the changes using the "Notes to Specialist" field.

Please accept or decline these changes by 06/03/2019:

ACCEPT changes

DECLINE changes

If you do not select ACCEPT or DECLINE within 7 days, the status of the application will automatically change to "NEEDS CORRECTION."

If you have any questions, please contact our Customer Service Team at 1-866-927-2533 or alfd@ttb.gov.

ACCEPT Proposed Changes

Upon clicking “**ACCEPT changes**” you see a validation message: “You have **accepted** TTB’s changes to your application; your labels are now approved.”

If “Cancel Acceptance” is selected, the pop up box disappears. No changes are made, and you can consider again whether to accept or decline.



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Accept or Decline TTB's Proposed Changes to your Application

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Permit Number:	CA-I-4086			
Serial Number:	191111			

During our review of this label application, we de
between the information on the label and the inf

We have proposed the following changes to your

- Brand Name changed from "STEP3" to:

[View your labels](#) at the bottom of the printable version for reference.

If you agree with all of TTB's proposed changes: Select ACCEPT. The status of your application will automatically change to "APPROVED."

If you disagree with one or more of the proposed changes: Select DECLINE. The status of your application will automatically change to "NEEDS CORRECTION," and you can correct the inconsistencies yourself. You may explain why you declined the changes using the "Notes to Specialist" field.

Please accept or decline these changes by 06/03/2019:

[ACCEPT changes](#)

[DECLINE changes](#)

If you do not select ACCEPT or DECLINE within 7 days, the status of the application will automatically change to "NEEDS CORRECTION."

If you have any questions, please contact our Customer Service Team at 1-866-927-2533 or alfd@ttb.gov.

ACCEPT Proposed Changes (cont.)

If “OK” is selected (after ACCEPT changes):

Screen will refresh to Inbox; application is automatically marked “Approved”

You will receive a status change email indicating the application was approved

My eApplications

This list is limited to your most recent 300 eApplications. Please use Search for eApplications link above to find applications not listed here.

= Approved with qualifications (notices or conditions under which the labels may be used). Open the record for details.

[Create an eApplication](#)

[Export all Applications](#)

Showing 1 to 20 of 31 entries

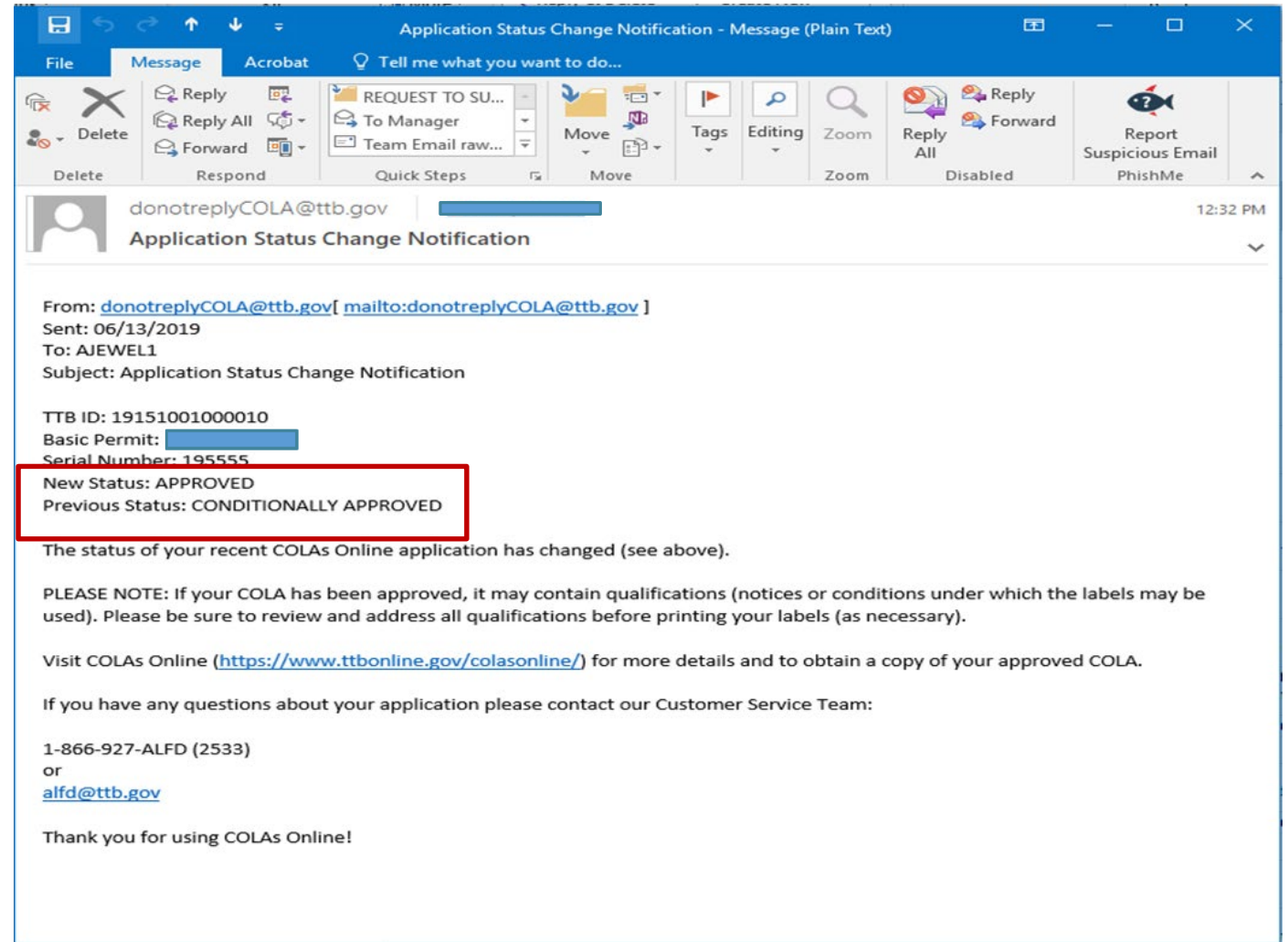
Filter list: [Excel](#) [Copy](#) [Print](#)

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status	Take Action By
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19094001000004	CA-I-4086	GFDS1111		193333	06/03/2019	NEEDS CORRECTION	06/06/2019
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19094001000006	BR-CA-MIL-1	fdafdsa		192222	04/25/2019	REJECTED	
19092001000002	BR-CA-MIL-1	FDSA111112222		192222	04/18/2019	REJECTED	



Status Change Email

If you **ACCEPT** TTB's proposed changes the status of the application will immediately change to **approved**.



Decline Proposed Changes

If “**DECLINE changes**” is selected:

- All ALFD changes are removed and the application automatically reverts to the last submission values.
- The application enters **Needs Correction** status and opens to the Needs Correction page (using the return reasons pre-entered by the specialist).



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Accept or Decline TTB's Proposed Changes to your Application

[Printable Version](#)

TTB ID:	19057001000013	Brand Name:	FDASFDSA
Permit Number:	CA-I-4086	Fanciful Name:	fancy
Serial Number:	191111	Appellation:	
		Grape Varietal:	N/A

During our review of this label application, we determined that the label itself is approvable. However, we found one or more inconsistencies between the information on the label and the information on your application.

We have proposed the following changes to your application to correct these inconsistencies:

- Brand Name changed from “STEP3” TO “FDASFDSA”

[View your labels](#) at the bottom of the printable version for reference.

If you agree with all of TTB's proposed changes: Select ACCEPT. The status of your application will automatically change to "APPROVED."

If you disagree with one or more of the proposed changes: Select DECLINE. The status of your application will automatically change to "NEEDS CORRECTION," and you can correct the inconsistencies yourself. You may explain why you declined the changes using the "Notes to Specialist" field.

Please accept or decline these changes by 06/03/2019:

ACCEPT changes

DECLINE changes

If you do not select ACCEPT or DECLINE within 7 days, the status of the application will automatically change to "NEEDS CORRECTION."

If you have any questions, please contact our Customer Service Team at 1-866-927-2533 or alfd@ttb.gov.

Decline Proposed Changes (Cont'd)

If “**DECLINE Changes**” is selected:

- A red message will appear at the top of the screen informing you of the next steps.
- Click “make corrections” and follow the current process of correcting the application.

NOTE: Status Change Email will be initiated showing **Needs Correction** status.



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Information / Error Messages:

- You have either declined or didn't respond to our message about TTB's proposed changes to your application, so we have removed the changes and placed your original submission in Needs Correction status.

Please make the corrections requested below, then resubmit your application.

Application Needs Correction

TTB ID: 19094001000001

Application Status: N/A

Application Status Reason: Industry member declined TTB changes

Date Status Last Updated: 06/03/2019 03:23:18 PM

Brand Name: VC1111

Type of Product: WINE

Source of Product: DOMESTIC

Serial #: 192222

Type of Application: LABEL APPROVAL

Date Submitted: 04/04/2019

[Printable Version](#)

[Withdraw eApplication](#)

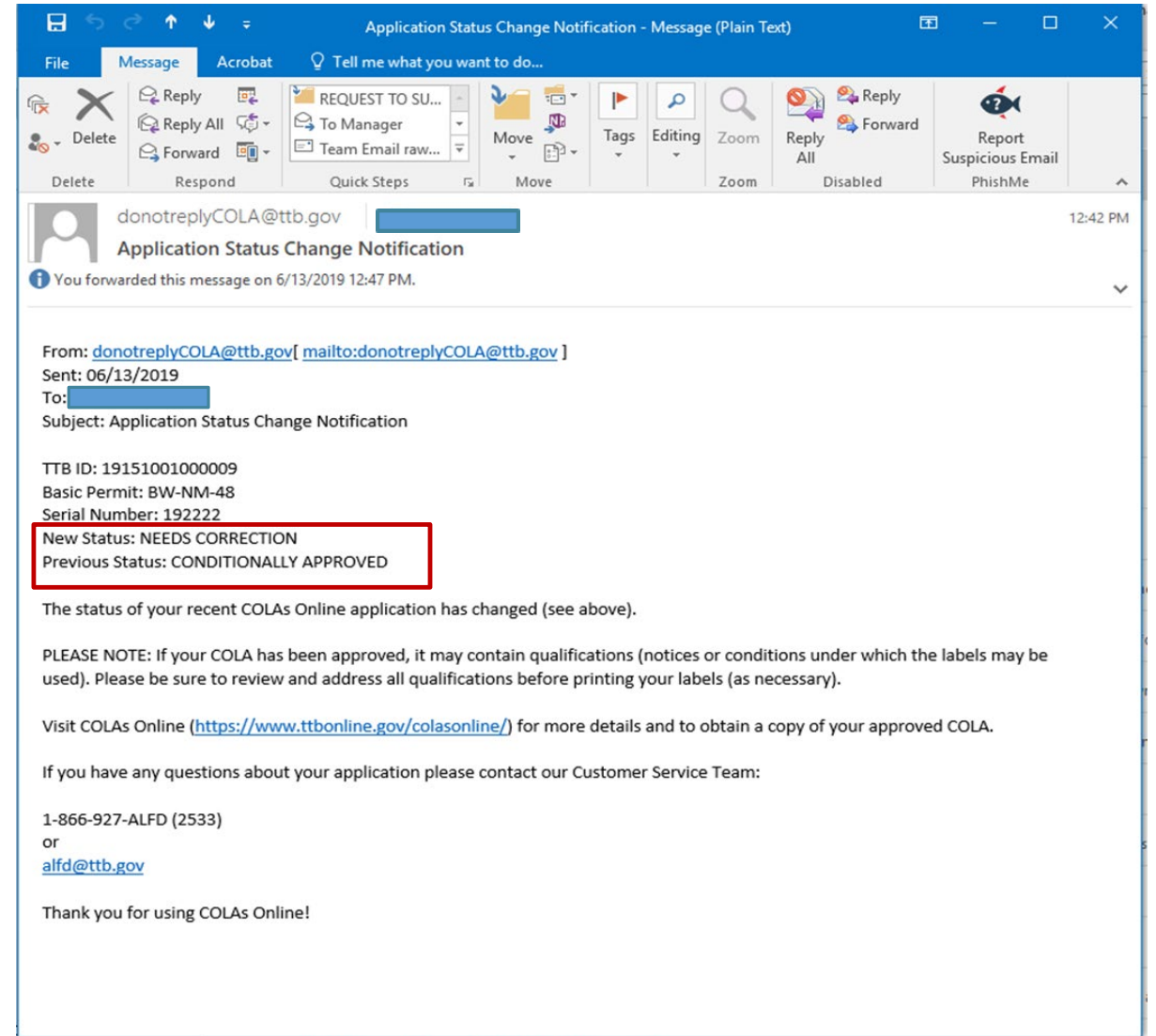
The Application needs correction for the reasons listed below. Click [make corrections](#) to edit the information from your original submission. All corrections must be completed by **06/10/2019** or the application will be automatically rejected.

Reason(s)

- Brand name that is indicated in step 2 of the application is in conflict with what appears on the brand label. You must indicate in Step 2 how it exactly appears on the label.

Status Change Email

When you decline the changes or do not respond within the seven (7) days the COLA reverts to **Needs Correction** status and you will receive a **status change notification**.



- You have seven (7) days to either ACCEPT or DECLINE TTB's proposed changes or the application will revert to the **NEEDS CORRECTION** status.
- You will retain the current 30-day allowance for making corrections. It will begin from the time the application entered the **CONDITIONALLY APPROVED** status.
- At this time you must either accept or decline all the changes TTB has proposed. Future enhancements will allow you to select the proposed changes you want to accept or decline.
- TTB will only propose changes to the application if the rest of the application and the label can be approved. For example, if the brand name entered on the form contains a typo and the label does not include the Health Warning Statement, the specialist will return the application for correction rather than proposing changes to the brand name field and asking you to fix the label.

KEEP IN MIND.....



DID YOU KNOW?



COLAs ONLINE ENHANCED FEATURES

- TAKE ACTION BY COLUMN
- YELLOW FLAG INDICATOR
- FILTER
- EXPORT
- EXCEL/ COPY/PRINT



Take Action By Column

A new column - “**Take Action By**” - has been added to the **My eApplications** table. This column displays the deadline date for applications that require your attention.

The date is displayed in red, in the **mm/dd/yyyy** format, with the closest date on top, by default. The column will be empty for applications that require no action on your part.

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Check the most recent processing times for [label applications](#).

My eApplications

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Showing 1 to 20 of 300 entries

Filter list:

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status	Take Action By
[redacted]	[redacted]	[redacted]	[redacted]	17DFER	11/05/2018	NEEDS CORRECTION	12/05/2018
[redacted]	[redacted]	[redacted]	[redacted]	1812RT	11/07/2018	NEEDS CORRECTION	12/07/2018
[redacted]	[redacted]	[redacted]	[redacted]	17EGE3	11/07/2018	CORRECTED	
[redacted]	[redacted]	[redacted]	[redacted]	18ATFE	11/07/2018	CORRECTED	
[redacted]	[redacted]	[redacted]	[redacted]	17ETY3	11/07/2018	CORRECTED	



Yellow Flag Indicator


Yellow flag is an indication that the approved application has qualifications that may require you to make some changes to the label prior to printing.

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[Create an eApplication](#)

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19092001000002	BR-CA-MIL-1	FDSA111112222		192222	04/18/2019	REJECTED	



Filters

Filters **the whole** application list for specified values, in **any column**, as you type inside the filter box.

It will also display the number of matches for your filter on the top left side, above the table.

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U.S. Department of the Treasury

COLAs Online

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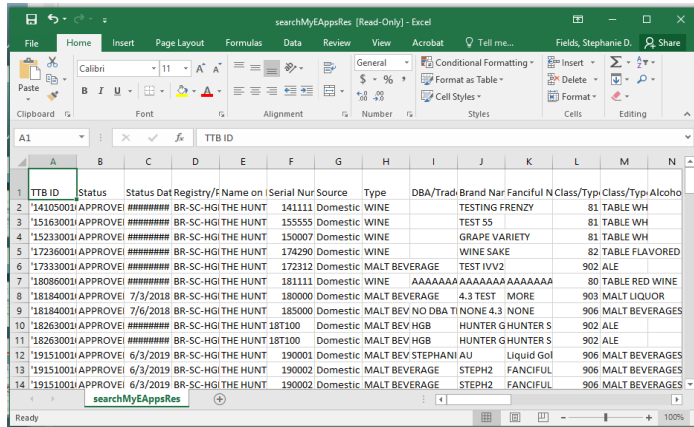
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[redacted]	[redacted]	[redacted]	[redacted]	18ATFE	11/07/2018	CORRECTED	
[redacted]	[redacted]	[redacted]	[redacted]	17ETY3	11/07/2018	CORRECTED	



Export all Applications

Export all Applications gives you a comprehensive list of all your applications in an Excel file.



COLAs Online

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= Approved with Qualifications. Qualifications may require you to modify the label(s) before printing; please review carefully.

[Export all Applications](#)

Showing 1 to 3 of 3 entries

Filter list:

TTB ID	Permit No.	Brand Name	Fanciful Name	Serial No.	Status Date	Status	Take Action By
19151001000004	BR-SC-HGB-1	STEPH2	FANCIFUL	190002	06/03/2019	APPROVED	
19151001000003	BR-SC-HGB-1	AU	Liquid Gold	190001	06/03/2019	APPROVED	
19151001000005	BR-SC-HGB-1	STEP3	ALE	190003	05/31/2019	ASSIGNED	

Showing 1 to 3 of 3 entries

Previous Next

Search by TTB ID:

[Advanced Search](#)

Excel/Copy/Print

Excel - Exports a list of applications to an Excel file.

Copy - Copies the list to a clipboard. You may then paste into a different program of your choice.

Print - Creates a printable version of your applications list.

NOTE - These options download the current list of applications displayed in the window.



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19151001000005	BR-SC-HGB-1	STEP3	ALE	190003	05/31/2019	ASSIGNED	

Showing 1 to 3 of 3 entries

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Search by TTB ID: [Advanced Search](#)

QUESTIONS?



CUSTOMER SERVICE: 866-927-2533

[ALFD Online Contact Form](https://www.ttb.gov/contact-alfd)
(<https://www.ttb.gov/contact-alfd>)

CONTACT US

