



BRAND AND LABEL

REGISTRATION

USER GUIDE & HELPFUL TIPS

**Division of Alcoholic Beverage Control
Kansas Department of Revenue
109 SW 9th Street
Mills Building, 5th Floor
Topeka, Kansas 66612**

**Phone: 785-296-7015 / Fax: 785-296-7185
Website: <http://www.ksabconline.org>
Email: Kdor_ABC.Marketing.Unit@ks.gov**

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Registering an ABC Online Account

If you have not already registered your account with ABC, you may do so at <https://ksabconline.org/AppsSite/pub/abc/Login.aspx>. Before you register, you will need your Online Access code to link your online account to your existing license(s). To obtain your Online Access code, call our office at 785-296-7015.

If you have already registered an ABC Online account but are not linked to your existing license(s), contact our office at 785-296-7015 to be linked. To determine which licenses you are linked to you can view them under My Approved Licenses on the Main Menu.

MY APPROVED LICENSES

See below for a list of your approved Liquor licenses.

<u>License Number</u>	<u>License Type</u>	<u>Licensee</u>	<u>Establishment</u>	<u>Effective</u>	<u>Expires</u>	<u>Status</u>
 8643	Supplier Permit	ABC Test LLC	ABC Test Permit	Oct 15, 2018	Jun 30, 2019	Active

Your ABC Online Account

Once you have registered an ABC Online account, you will be able to do the following:

- Manage Brands & Labels
- Pay outstanding fees
- Apply for a new liquor license or permit
- Renew your existing liquor license or permit

Once you are logged in to your account you will see the new option at the bottom of the Main Menu to manage your brands and labels.

BRAND AND LABEL REGISTRATION



[Apply for / Manage / Renew Brands and Labels](#)

From there you will have the following options which will be explained in more detail below:

- New Brand and Label Registration Application
- Add new Distributor for existing Brands and Labels
- Revise Existing Brands and Labels
- Submit corrections / additional information for existing Brands and Labels
- Cancel Brands and Labels
- Initiate a Renewal
- Search for and view your Brands and Labels

Brand and Label Registration







REGISTER NEW BRANDS AND LABELS

For new Brands and Labels not currently registered in Kansas. This includes new line extensions, adding additional vintages, new sizes, package configurations, combo packs and value added packs.

 [New Brand and Label Registration Application](#)

MANAGE BRANDS AND LABELS

For Brands and Labels currently registered in Kansas that have any of the following changes.


-  [Add new Distributors for existing Brands and Labels](#)
-  [Revise Existing Brands and Labels](#)
-  [Submit corrections / additional information for existing Brands and Labels](#)
-  [Cancel Brands and Labels](#)

RENEW YOUR BRANDS AND LABELS

For renewal of currently registered Brands and Labels in Kansas.

 [Initiate a Renewal](#)

VIEW YOUR BRANDS AND LABELS

 [Search for and view your Brands and Labels](#)

Managing your Brands and Labels

Below is a description of the options you have to manage your brands and labels online.

New Brand and Label Registration Application

Use the “New Brand and Label Registration Application” option if you have a product that is not currently registered in Kansas. This includes adding addition vintages, new sizes, new package configuration, line extensions, combo packs and value added packs.

During the New Brand and Label Registration Application you will be prompted to upload any required documents. This is where you can upload documents such as the COLA. Do not upload your COLA as the label image.

Add new Distributors for existing Brands and Labels

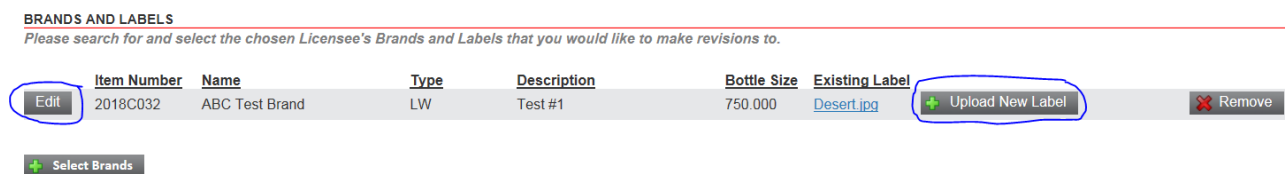
Use the “Add new Distributors for existing Brands and Labels” option if you have a product that is currently registered and want to add new distributors. You cannot use this option to make any other changes. You must upload a Franchise Agreement.

Revise Existing Brands and Labels

Use the “Revise Existing Brands and Labels” option if you want to change any of the following on currently registered products:

- Label Image
- TTB ID (COLA)
- Fanciful Name
- Label Description
- Appellation
- Vintage
- Alcohol Percentage

This is one of the most common options you will utilize to manage your brands and labels. You will be prompted to select the products you wish to revise. Once you have selected the product(s) you wish to revise, you will then select **Edit** to make the appropriate changes. If you would like to upload a new label image, you can do so by selecting **+ Upload New Label**.



Submit corrections / additional information for existing Brands and Labels

Use the “Submit corrections / additional information for existing Brands and Labels” option to notify Kansas ABC of an error on currently registered products.

Cancel Brands and Labels

Use the “Cancel Brands and Labels” option to notify Kansas ABC of Brands and/or labels you wish to have inactivated.

Initiate a Renewal

Use the “Initiate a Renewal” option to renew currently registered products that are nearing expiration. In Kansas, all labels expire June 30th. You will be able to renew your labels up to 30 days before expiration. An email notification will be sent out as a reminder prior to the renewal period beginning.

If you have more than 500 products to renew it is considered a High Volume Renewal. What this means is it may take a few minutes for your products to load. You will receive an email when your products have loaded and can then go back to your ABC Online account to review. You can deselect any products you do not wish to renew.

Search for and view your Brands and Labels

Use the “Search for and view your Brands and Labels” option to review your currently registered products. For more details on these products, please visit our Active Brands Database at <https://www.kdor.ks.gov/apps/liquorlicensee/ActiveBrands/>.

Package Type

The Package Type is how you tell us what type of registration you are submitting. It also will determine if a fee is charged based on your selection, unless you are a Kansas farm winery, microbrewery or microdistillery that is already exempt for label fees. If you select anything other than Not Applicable, you will not be charged for that product. When the application is processed by ABC staff they will verify that the correct Package Type was selected, and any fees were charged if needed. If the wrong Package Type is selected, the application will be rejected, and a notification will go back to the applicant. The product would then need to be reregistered with the correct Package Type.

* Package Type:
Package Detail:


(None)
Not Applicable
Package Configuration
Value Added Pack
Combo Pack

Below are some examples of when to use the different Package Types:

Not Applicable:

This will be the most commonly used Package Type. If you have a new product that has not yet been registered in Kansas or you want to add a new vintage, bottle size container type etc. then you will use this option. You will be charged the \$25 label fee unless you have a license type that is exempt from label fees.

Package Configuration:

This type will be used if you have a product that is already registered in Kansas and are trying to register that same product (same TTB ID, Bottle Size, Alcohol Percentage and Container Type) but with a different package configuration. This would only apply to products with a Type of BEER, CMB, SF or WF. An example of different package configurations would be having 2-12 packs, 4-6 packs and a 24 pack. If adding multiple package configurations, use the  option on the Brand and Label Registration Application screen. They will need to be registered separately and will be assigned their own unique item number when approved. You will register the first product with Not Applicable as your Package Type and any new package configurations for that same product will need a Package Type of Package Configuration so that you are not charged for the additional configurations. In the Package Detail box, you will enter what the package configuration is.

Value Added Pack:


This type will be used if you have a product that is already registered in Kansas and are including goods packed with the alcohol product. There is no charge for this type because the alcohol product has already been assessed a fee when it was registered. In the Package Details box, you will enter a description of the goods and the item number of the alcohol product included in the pack. You are required to upload a color photo of the Value Added Pack.

Combo Pack:

This type will be used if you have two or more products that have already been registered in Kansas and are packing them together. There is no charge for this type because the alcohol products that make up the combo pack have each been assessed a fee when they were registered. In the Package Details box, you will enter the item numbers of the alcohol products that make up the combo pack.

Processing Brand and Label Applications

Once you have submitted your brand and label application to Kansas ABC it will be reviewed by our staff. Below are the steps the applications might go through after being reviewed by Kansas ABC staff.

- If additional information is needed you will receive an automatic email from our system notifying you that additional information is needed. You will then need to log in to your ABC Online account. Here you will see any additional information requests. Click on the row you wish to enter additional information for and you will be given the option to upload document(s) or enter the additional information in the text box that is provided. Then select  to submit your application back to Kansas ABC for review.


ADDITIONAL INFORMATION REQUESTED

Additional information is requested from you on the application(s) listed below. Please click the application to open it and submit the additional information.

File #	Application Type	Description	Information Requested
66373	Brand Registration Application	ABC Test LLC Brands: 1	Please upload COLA for ABC's Wine.

- If a label application is rejected, you will be notified via email with a reason as to why it was rejected.
- Once a label application is approved it will no longer appear under the **MY APPLICATIONS UNDER REVIEW** section on your ABC Online account. You will

[VIEW YOUR BRANDS AND LABELS](#)

now find it listed under  [Search for and view your Brands and Labels](#).

Helpful Tips

Brand Type abbreviations

- AS = Spirits
- BEER = Beer (greater than 4% ABV)
- CMB = Cereal Malt Beverage (3.2 ABW or less)
- FW = Fortified Wine (16.1% and above)
- LW = Light Wine (16% and below)
- SF = Strong Flavored Malt (greater than 4% ABV)
- WF = Weak Flavored Malt (4% ABV or less)

Container Type abbreviation

- ALLN = Aluminum Long Neck
- ALSN = Aluminum Short Neck
- BOX = Box

- BTL = Bottle
- CAN = Can
- CASK = Cask
- GROWLR = Growler
- JUG = Jug
- KEG = Keg
- LN = Long Neck
- LNNR = Long Neck No Return
- NNNR = No Neck No Return
- PACK = Pack
- PET = Pet
- PL BT = Plastic Bottle
- POUCH = Pouch
- SLEEVE = Sleeve