ORA Partners Portal (ORAPP) Sample Receipt and Analysis Multi-File Submission Knowledge Article

Summary

The Office of Regulatory Affairs (ORA) Data Exchange (DX) program works to provide a safer food supply to consumers by enabling state labs to share Sample food safety data with FDA. The ORA Partners Portal (ORAPP) is one of three ORA DX systems used by state labs to electronically exchange Sample data with FDA. This knowledge article contains instructions on how to simultaneously **submit multiple Sample Receipt and Analysis files** and **view/download** the submission status in ORAPP.

File Requirements

A **maximum of 10 files** can be uploaded for a single submission. Each file must meet the following criteria for a successful submission:

- 2MB maximum file size
- Unique file name (75 characters max.)
- Not password-protected

File Data

Sample Receipt and Analysis files can contain:

- Multiple Sample numbers
- Sample Receipt and Analysis data for the same Sample number(s) **Note**: Analysis data cannot be submitted for a Sample before receipt data
- Multiple Program Assignment Codes (PACs) and Problem Area Flags (PAFs) combinations for the same Sample number

Submit Multiple Files

To submit multiple Sample Receipt and Analysis files:

1. Log in to ORAPP.
2. Select **Samples** on the menu bar and choose **Sample Receipt/Analysis** on the submenu. The Sample Receipt and Analysis page displays.
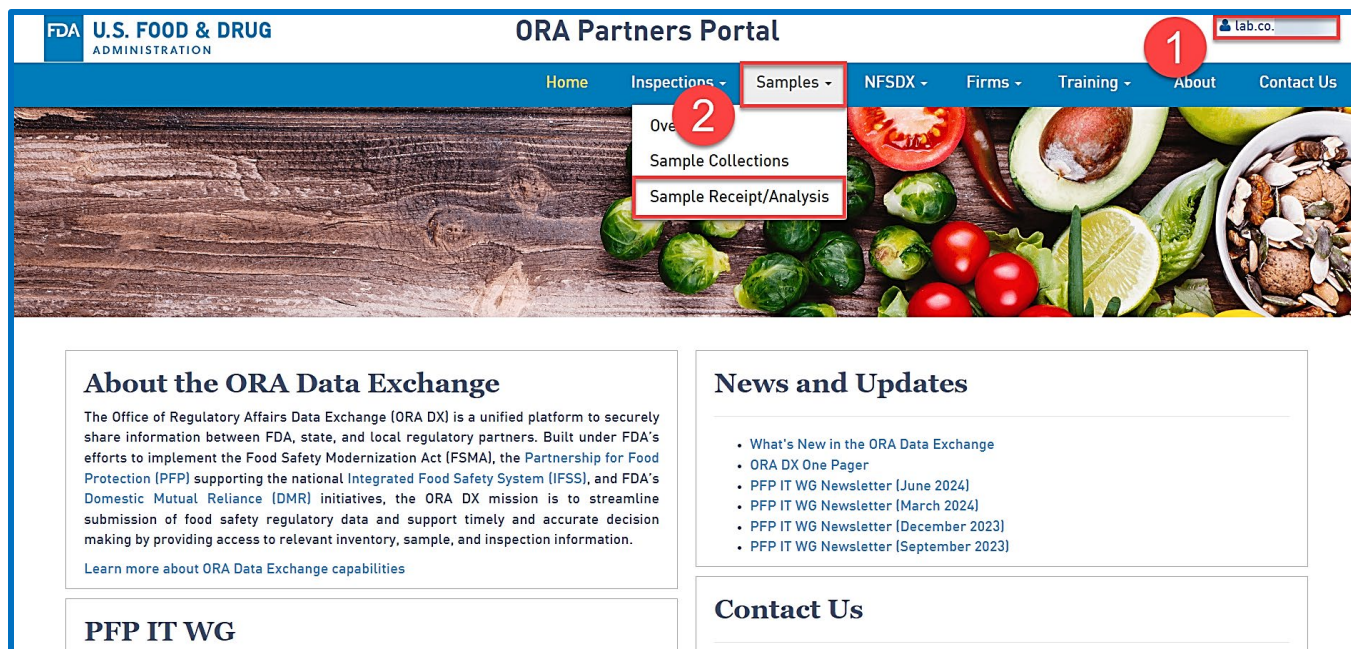
3. Choose **Select Files** on the left side of the Sample Receipt and Analysis page. The Upload Files window displays.
4. Select **Choose Files** in the Upload Files window. The Open window displays.
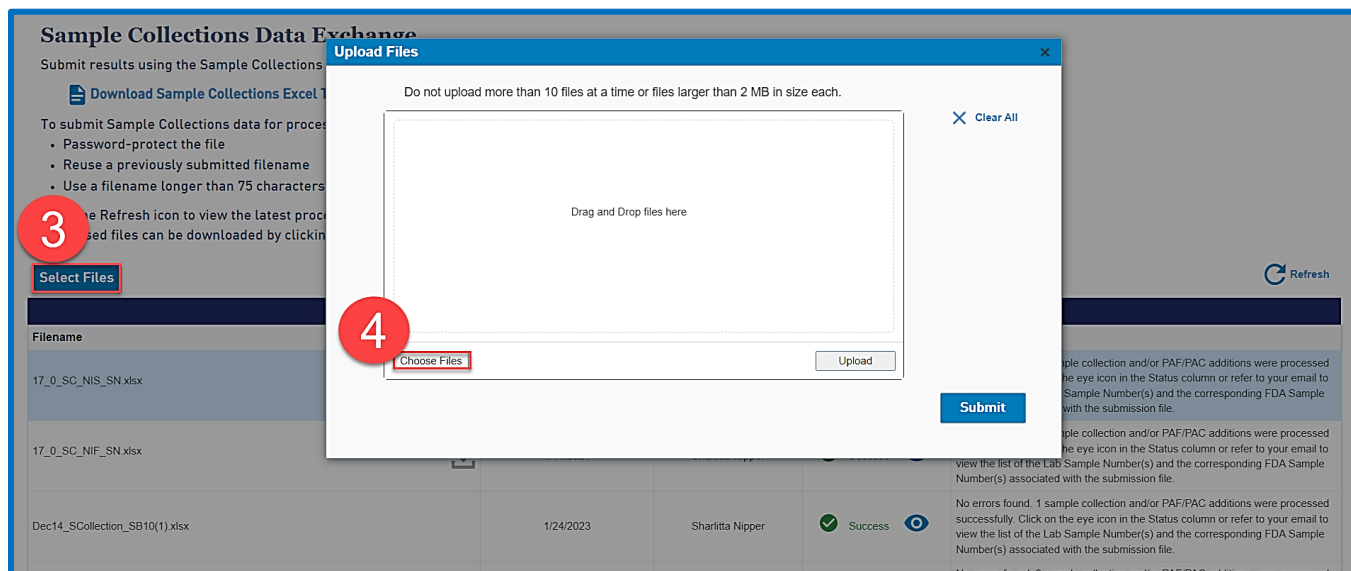
5. Press and hold the **ctrl key** on the keyboard while selecting multiple files.
6. Select **Open**. The selected files are displayed in the Upload Files window.
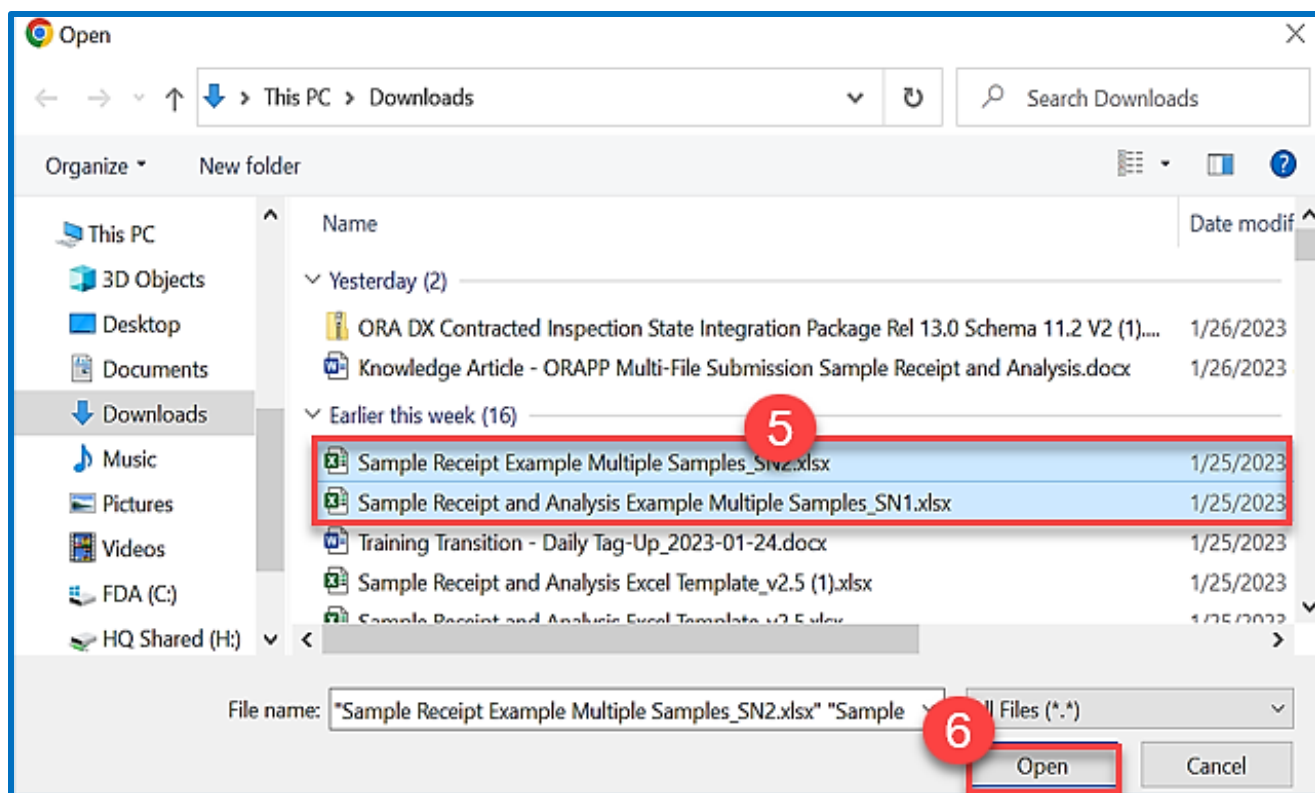
7. With the files displayed in the Upload Files window, select **Upload**. **Note**: A maximum of 10 files can be submitted at a time.

8. Once the status displays **Done** for all the files, select **Submit** to submit the files for processing.
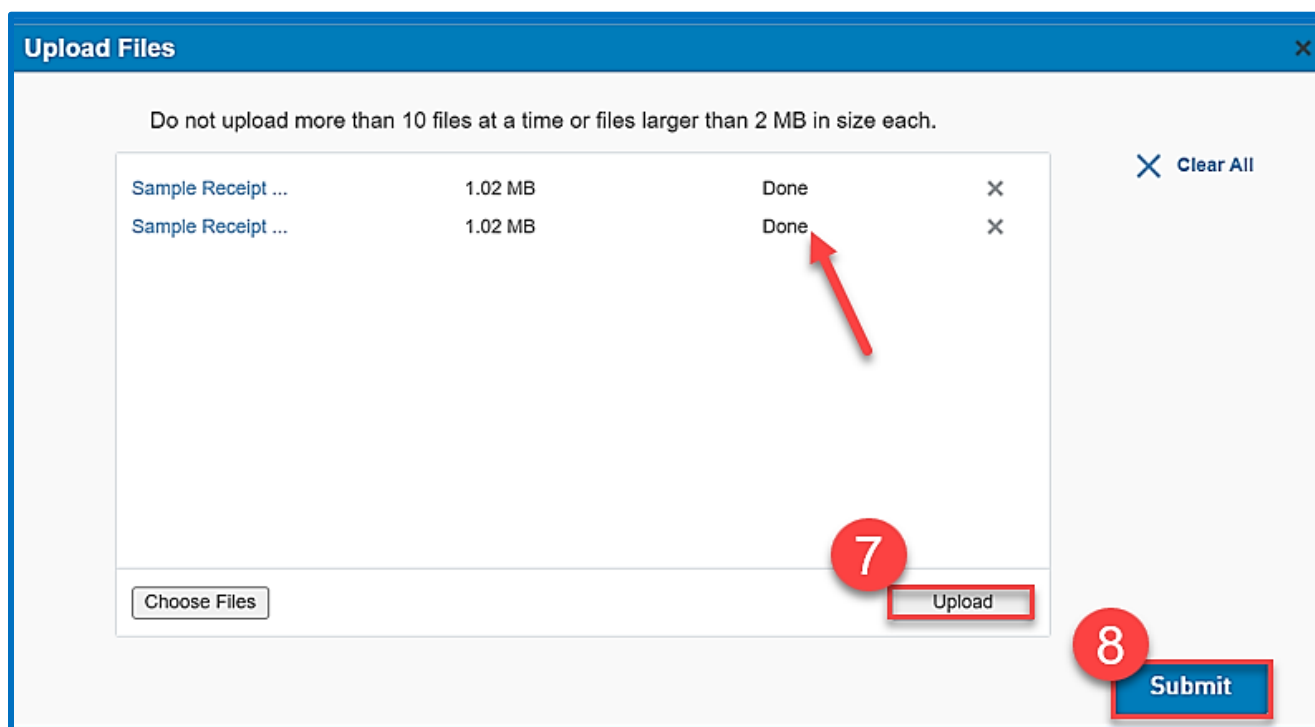
9. The Upload Files window disappears, and the Sample Receipt and Analysis page displays the submission status of each file. **Note**: The ORAPP Sample Receipt and Analysis page automatically refreshes every 2 minutes. If the submitted files are not displayed, use the **Refresh** button to manually refresh the page.

10. The **eye icon** provides access to details for each sample number including **submission status** and **error messages** (if applicable).

11. Select the **eye icon** on the row for the desired file.

12. A window appears displaying status details for each sample in the file. Sample Receipts and Sample Analysis statuses are displayed in separate sections. Select **Download to Excel** to generate an Excel file containing the submission details. **Note:** Instructions on how to correct submission errors are available in the ORAPP Sample Receipt and Analysis Errors and Correction Knowledge Article.

Further Reading

For additional information, check out the Sample Receipt and Analysis Guidance Materials available on ORAPP.

Contact Us

For training inquiries or assistance with ORAPP or ORA DX, visit the ORAPP Contact Us page.