

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 the ORA Partners Portal (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

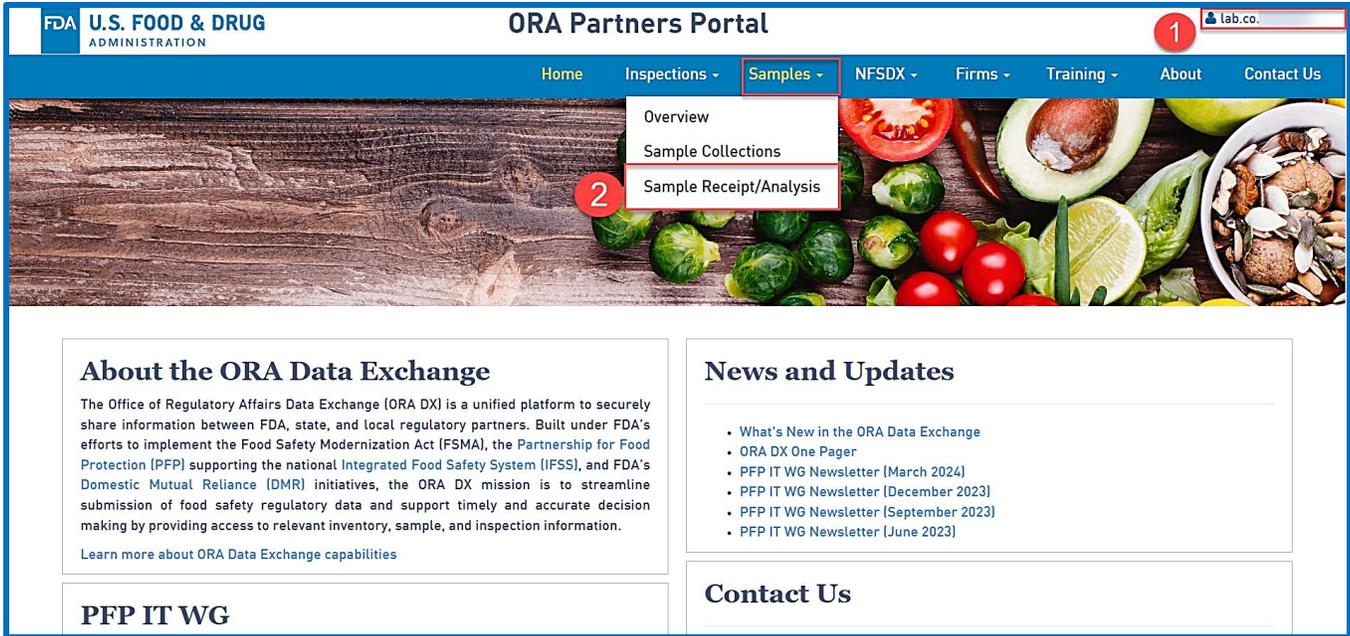
Sample Receipt and Analysis files can contain:

- 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

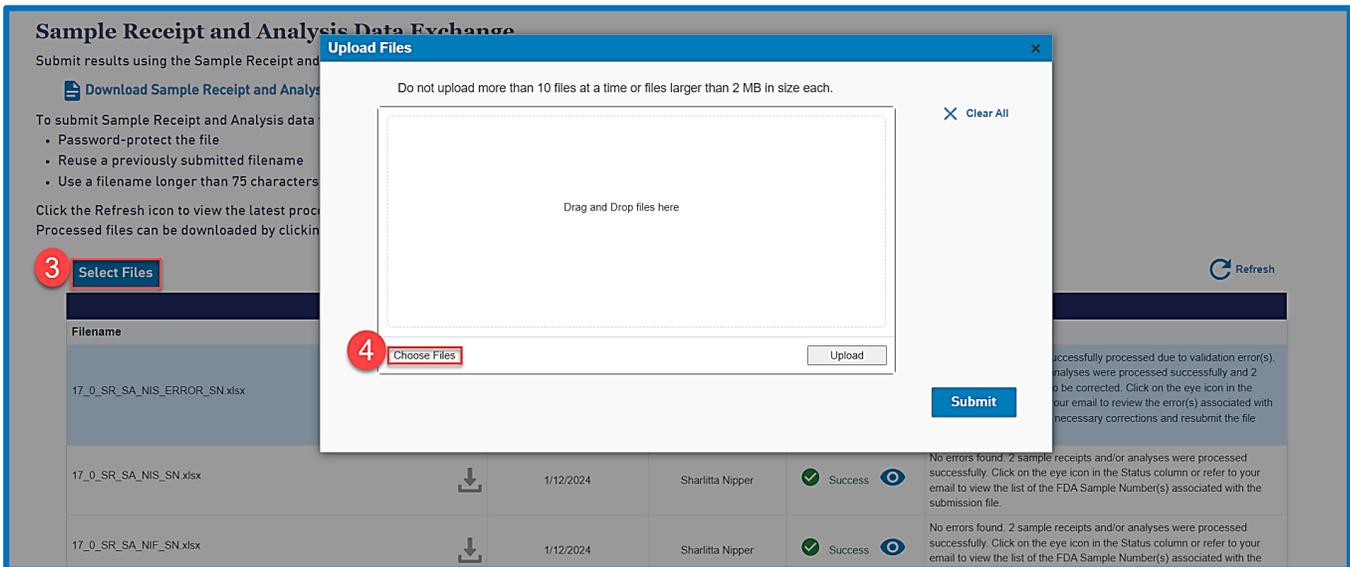
Submit Multiple Files

To submit multiple Sample Receipt and Analysis files:

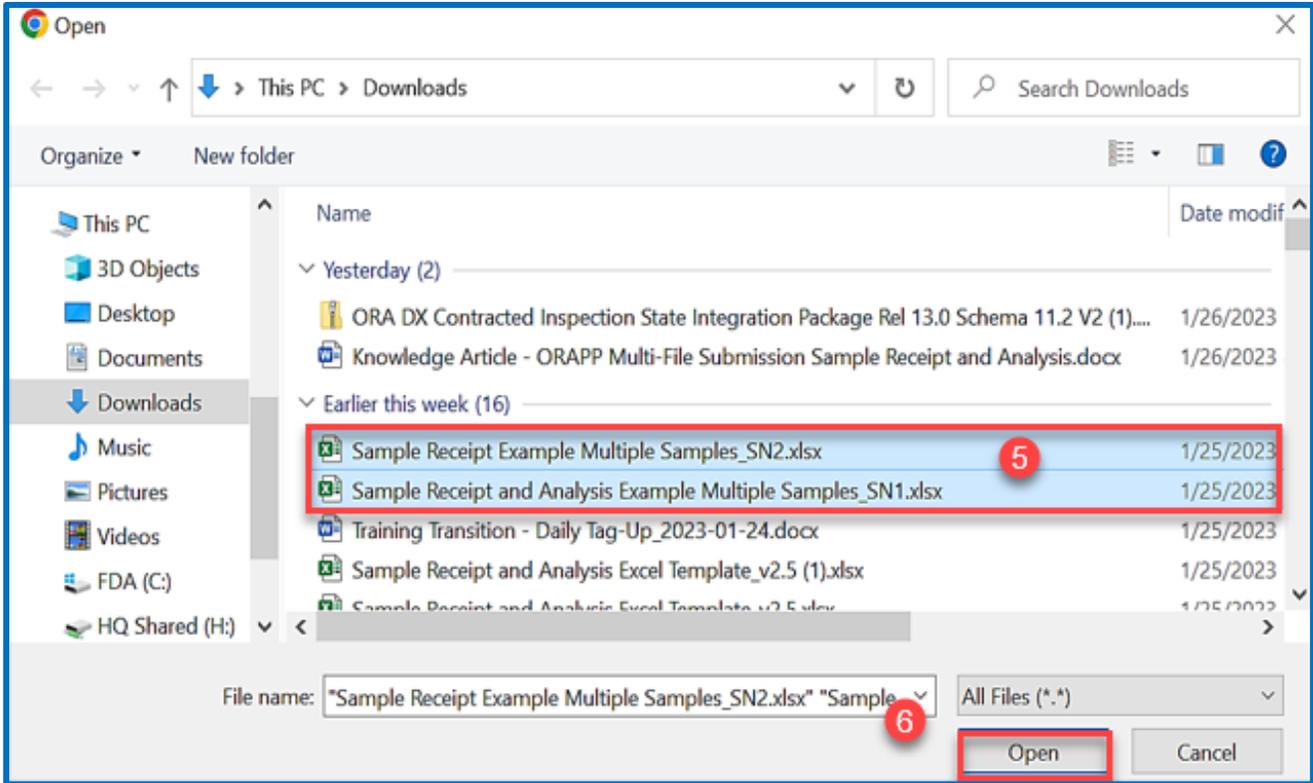
1. Log in to [ORAPP](#).
2. Select **Samples** on the menu bar and choose **Sample Receipt/Analysis** on the submenu. The Sample Receipt and Analysis page displays.



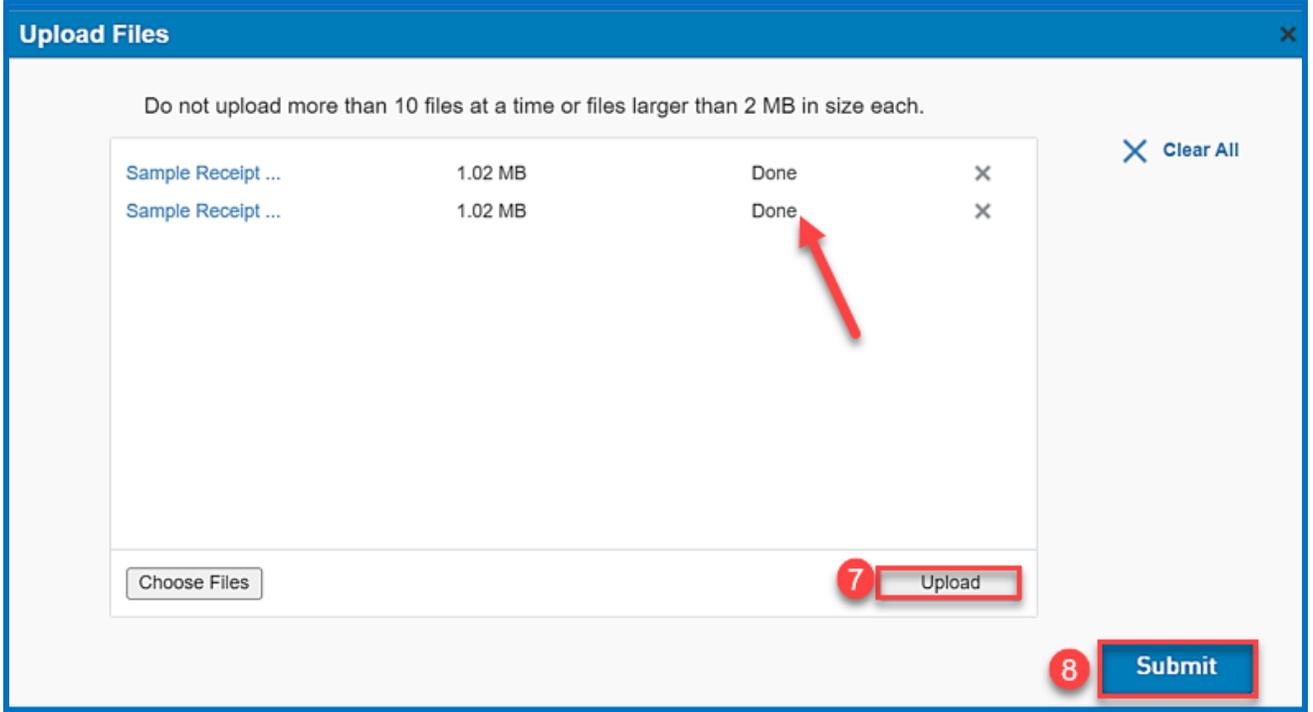
3. Choose **Select Files** on the left side of the Sample Receipt and Analysis page. The Upload Files window displays.
4. Select **Choose Files** in the Upload Files window. The Open window displays.



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 displaying 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.



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

To submit Sample Receipt and Analysis data for processing, **DO NOT:**

- Password-protect the file
- Reuse a previously submitted filename
- Use a filename longer than 75 characters or containing * " : ? | / \ < >
- Upload more than 10 files at one time
- Upload a file more than 2 MB in size

Click the Refresh icon to view the latest processing information for the submitted files.
Processed files can be downloaded by clicking the Download icon. The processed files will be available for download for one year from the Submission Date.

Select Files 9

Colorado Department of Public Health				
Filename	Submission Date	Submitted By	Status	Status Summary
Sample Receipt Example Multiple Samples_SNTTest7.xlsx	1/27/2023	Sharlitta Nipper	Success	No errors found. 1 sample receipts and/or analyses were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the FDA Sample Number(s) associated with the submission file.
Sample Receipt and Analysis Excel Template_SNTTest6.xlsx	1/27/2023	Sharlitta Nipper	Success	No errors found. 1 sample receipts and/or analyses were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the FDA Sample Number(s) associated with the submission file.

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

Sample Receipt and Analysis Data Exchange

Submit results using the Sample Receipt and Analysis Excel Template that is available to download below.

[Download Sample Receipt and Analysis Excel Template_v2.8](#) | [Download Guidance Materials](#)

17_0_SR_SA_NIS_ERROR_SN.xlsx

Errors:

Sample Receipts:

FDASampleNumber, 5041448:: LBS-ERR-BV-240: Sample Receipt is already acknowledged for the [SampleNumber] '5041448'.

Sample Analysis:

FDASampleNumber, 5041448 | PAF, NIS | PAC, 21L008:: LBS-ERR-BV-898: [MethodModificationRemarks] are required when the [MethodSourceType] is 'NEC'. (TestRunID=T1)

12

Status	Status Summary
11	The submission was not successfully processed due to validation error(s). 0 sample receipts and/or analyses were processed successfully and 2 returned errors that need to be corrected. Click on the eye icon in the Status column or refer to your email to review the error(s) associated with the submission. Make any necessary corrections and resubmit the file using a new filename.
Success	No errors found. 2 sample receipts and/or analyses were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the FDA Sample Number(s) associated with the submission file.
Success	No errors found. 2 sample receipts and/or analyses were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the FDA Sample Number(s) associated with the submission file.

- Correct all errors**, save the file with a **new file name**, and **resubmit** the file.

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.