

ORA Partners Portal (ORAPP) Sample Receipt and Analysis Errors and Corrections Knowledge Article (KA)

Audience

This article is intended for ORA Partners Portal (ORAPP) users who performed a Sample Receipt and Analysis submission that received errors.

Summary

The ORAPP Sample Receipt and Analysis capability enables regulatory partners to share sample receipt and analysis data with FDA via the Sample Receipt and Analysis Excel template. During submission, errors can occur preventing data from reaching FDA. This article provides guidance on how to view and correct Sample Receipt and Analysis submission errors.

Submission Error Causes

Submission errors occur when the submission file or data within the submission file has:

- improperly formatted data
- fields that exceed the maximum character limit
- prohibited template changes (i.e., deleted template columns)

Viewing and Correcting Submission Errors

To view and correct submission errors:

1. **Log in** to ORAPP.
2. Hover over the **Samples** tab and select **Sample Receipt/Analysis** on the menu to access the Sample Receipt and Analysis Data Exchange page.

ORA Partners Portal

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Overview
Sample Collections
Sample Receipt/Analysis

About the ORA Data Exchange

The Office of Regulatory Affairs Data Exchange (ORA DX) is a unified platform to securely share information between FDA, state, and local regulatory partners. Built under FDA's efforts to implement the Food Safety Modernization Act (FSMA), the Partnership for Food Protection (PFP) supporting the national Integrated Food Safety System (IFSS), and FDA's Domestic Mutual Reliance (DMR) initiatives, the ORA DX mission is to streamline submission of food safety regulatory data and support timely and accurate decision making by providing access to relevant inventory, sample, and inspection information.

Learn more about ORA Data Exchange capabilities

News and Updates

- What's New in the ORA Data Exchange
- ORA DX One Pager
- PFP IT WG Newsletter (June 2024)
- PFP IT WG Newsletter (March 2024)
- PFP IT WG Newsletter (December 2023)
- PFP IT WG Newsletter (September 2023)

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- The **Status Summary** column displays the number of successfully processed sample receipts and/or analyses and the number of sample receipts and/or analyses returned with errors as highlighted in the image below.
- The **Status Column** will display “**Errors**” if any sample receipts and/or analyses were returned for errors. Select the **eye** icon to view additional details about the submission results.

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](#)

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 Refresh

| Filename | Submission Date | Submitted By | Status | Status Summary |
|------------------------------|-----------------|------------------|---------|--|
| 17_0_SR_SA_NIS_ERROR_SN.xlsx | 1/12/2024 | Sharlitta Nipper | Errors | 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. |
| 17_0_SR_SA_NIS_SN.xlsx | 1/12/2024 | Sharlitta Nipper | 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. |

- The populated window displays two sections: **Successes** and **Errors**. Within each section, results are grouped by **Sample Receipts** and **Sample Analysis** as highlighted in the image below.
 - Successfully processed sample receipts and/or analyses data displays the **FDA Sample Number** and an **acknowledgment of the successfully processed record**.
 - Sample receipt and/or analysis data that received submission errors displays the **FDA sample number** and **error message details**.

Note: Error message details may contain pertinent instructions for corrections or business rules impacting the errors.

- Select the **Download to Excel** button to download the **Info Excel file** which should be used for reference during correction.
- Close the window, by clicking on the “X” in the upper right corner, to return to the Sample Receipt and Analysis Data Exchange page.

Sample Receipt and Analysis Excel Template_SNTes1.xlsx

Successes:

Sample Receipts:

FDA Sample Number, 4968806: The Sample Receipt submission was successfully processed (PAF:ANT, PAC:04F800).

Sample Analysis:

FDA Sample Number, 4968806 | PAF, ANT | PAC, 04F800: The Sample Analysis submission was successfully processed.

Errors:

Sample Analysis:

FDA Sample Number, 4968806 | PAF, ANT | PAC, 71003K: LBS-ERR-BV:239: The [ProblemAreaFlag] 'ANT' [ProgramAssignmentCode] '71003K' combination is incorrect for this [SampleNumber] '4968806'.

FDA Sample Number, 4968806 | PAF, ELE | PAC, 04019A: LBS-ERR-BV:239: The [ProblemAreaFlag] 'ELE' combination is incorrect for this [SampleNumber] '4968806'.

Download to Excel

8. On the Sample Receipt and Analysis Data Exchange page, select the **Download File** button next to the submission file that contains errors. The **submission file** will appear in the Downloads folder within the browser.

Note: The location of the Downloads folder will vary based on the browser.

9. Open the downloaded submission file to begin corrections.

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_v2.9](#) | [Download Guidance Materials](#)

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

- Password-protect the file
- Reuse a previously submitted filename
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- 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](#) [Refresh](#)

| Filename | Submission Date | Submitted By | Status | Status Summary |
|------------------------------|-----------------|------------------|---------|--|
| 17_0_SR_SA_NIS_ERROR_SN.xlsx | 1/12/2024 | Sharlitta Nipper | Errors | 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. |
| 17_0_SR_SA_NIS_SN.xlsx | 1/12/2024 | Sharlitta Nipper | 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. |

10. Open the previously downloaded **Info Excel file**.

Recent download history

- Info_17_0_SR_SA_NIS_ERROR_SN.xlsx
4.4 KB • Done
- Sample Receipt and Analysis Excel Template_v2.9.xlsx
1,600 KB • 16 hours ago
- 17_0_SR_SA_NIS_SN (6).xlsx
439 KB • 16 hours ago
- 17_0_SR_SA_NIS_SN (4).xlsx
439 KB • 16 hours ago

11. The **Info Excel file** contains two tabs: **Sample Receipts Info** and **Sample Analyses Info**. Information regarding the submission successes and errors is provided within each tab.

| FDA Sample Number | PAF | PAC | Test Run ID | Test Result ID | Information |
|-------------------|-----|--------|-------------|----------------|---|
| Successes | | | | | |
| 4968479 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ELE | 04019A | | | The Sample Analysis submission was successfully processed. |
| Errors | | | | | |
| 4968479 | ANT | 71003K | | | LBS-ERR-EA-903: [AlertJustification] is missing, but is required when [EmailAlert] is 'Y'. |
| 1144286 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144286' is not associated with this lab. |
| 1144285 | PES | 04004A | | | LBS-ERR-BV-101: [SampleNumber] '1144285' is invalid. Check the sample number assigned by FDA. |
| 1144287 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144287' is not associated with this lab. |

12. Before starting corrections, identify the successfully processed data in both tabs of the **Info Excel file**, to be deleted before resubmitting the data. Take note of the **FDA Sample Number**, **Problem Area Flag (PAF)** (*Sample Analyses Info Tab Only*), and **Program Assignment Code (PAC)** (*Sample Analyses Info Tab Only*) fields. In the example highlighted below, FDA Sample Number: **4968476** successfully processed PAF: **ANT** and PAC: **04800** analysis data during the submission.

| FDA Sample Number | PAF | PAC | Test Run ID | Test Result ID | Information |
|-------------------|-----|--------|-------------|----------------|---|
| Successes | | | | | |
| 4968479 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ELE | 04019A | | | The Sample Analysis submission was successfully processed. |
| Errors | | | | | |
| 4968479 | ANT | 71003K | | | LBS-ERR-EA-903: [AlertJustification] is missing, but is required when [EmailAlert] is 'Y'. |
| 1144286 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144286' is not associated with this lab. |
| 1144285 | PES | 04004A | | | LBS-ERR-BV-101: [SampleNumber] '1144285' is invalid. Check the sample number assigned by FDA. |
| 1144287 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144287' is not associated with this lab. |

13. In the **submission file**, navigate to the appropriate **PAF** or **Receipt** tab.
14. Then, locate and **delete the row** that contains the **FDA Sample Number**, **PAF** (*Sample Analysis Data Only*), and **PAC** (*Sample Analysis Data Only*) from the successfully processed submission. In the example below, the highlighted row will be deleted. Repeat steps 12 – 14 until all successfully processed data has been deleted.

| SampleNumber | LabSampleAnalysisID | ProgramAssignmentCode | ProblemAreaFlag | EmailAlert |
|--------------|---------------------|-----------------------|-----------------|------------|
| 4968479 | 1144284 | 04F800 | ANT | Y |
| 4968479 | 1144284 | 71003K | ANT | Y |
| 4968479 | 1144284 | 71003K | ANT | Y |
| 4968476 | 1000001 | 04F800 | ANT | Y |

| | | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|---|---|
| > | ELE | PES | MYC | MIC | VIR | PAR | NUC | DEC | NAR | ANT | NIS | ... | + | : | ◀ |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|---|---|

15. After all the successfully submitted data is removed from the submission file, begin correcting the errors. Identify the error(s) on the **Info Excel file**.

| FDA Sample Number | PAF | PAC | Test Run ID | Test Result ID | Information |
|-------------------|-----|--------|-------------|----------------|---|
| Successes | | | | | |
| 4968479 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ELE | 04019A | | | The Sample Analysis submission was successfully processed. |
| Errors | | | | | |
| 4968479 | ANT | 71003K | | | LBS-ERR-EA-903: [AlertJustification] is missing, but is required when [EmailAlert] is 'Y'. |
| 1144286 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144286' is not associated with this lab. |
| 1144285 | PES | 04004A | | | LBS-ERR-BV-101: [SampleNumber] '1144285' is invalid. Check the sample number assigned by FDA. |
| 1144287 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144287' is not associated with this lab. |

16. Take note of the **FDA Sample Number**, **PAF** (*Sample Analyses Info Tab Only*), and **PAC** (*Sample Analyses Info Tab Only*) fields to locate the correct sample data on the submission file. In the highlighted example below, FDA Sample Number: **4968479** received errors for the PAF: **ANT** and PAC: **71003K** analysis data submission. The **Information** column indicates that the **AlertJustification** field on the submission file was empty which caused the error.

| FDA Sample Number | PAF | PAC | Test Run ID | Test Result ID | Information |
|-------------------|-----|--------|-------------|----------------|---|
| Successes | | | | | |
| 4968479 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ANT | 04F800 | | | The Sample Analysis submission was successfully processed. |
| 4968476 | ELE | 04019A | | | The Sample Analysis submission was successfully processed. |
| Errors | | | | | |
| 4968479 | ANT | 71003K | | | LBS-ERR-EA-903: [AlertJustification] is missing, but is required when [EmailAlert] is 'Y'. |
| 1144286 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144286' is not associated with this lab. |
| 1144285 | PES | 04004A | | | LBS-ERR-BV-101: [SampleNumber] '1144285' is invalid. Check the sample number assigned by FDA. |
| 1144287 | PES | 04004A | | | LBS-ERR-BV-237: [SampleNumber] '1144287' is not associated with this lab. |

17. In the **submission file**, navigate to the appropriate **PAF** or **Receipt** tab.
18. Then, locate the appropriate row using the **FDA Sample Number**, **PAF** (*Sample Analysis Data Only*), and **PAC** (*Sample Analysis Data Only*) found in the Info Excel file and correct the error. In the highlighted example below, to correct the submission error received for FDA Sample Number: **4968479** PAF: **ANT** and PAC: **71003K**, a justification must be added in the **AlertJustification** field on the row for that sample. Repeat steps 15 – 18 until all errors have been corrected.

| SampleNumber | LabSampleAnalysisID | ProgramAssignmentCode | ProblemAreaFlag | EmailAlert | AlertJustification | TestRun |
|--------------|---------------------|-----------------------|-----------------|------------|-----------------------------|---------|
| 4968479 | 1144284 | 71003K | ANT | Y | Correction - add in justifi | 7 |
| 4968479 | 1144284 | 71003K | ANT | Y | Pos Sample | 7 |

19. Once all corrections are made, **save the file with a new file name**, and perform a resubmission. For detailed instructions on performing a submission, view the [ORA Partners Portal \(ORAPP\) Multi-File Submission for Sample Receipt and Analysis \(KAPPSA1\)](#) KA.

Resources

| Resource Name and Location | Description |
|---|---|
| Sample Receipt and Analysis Guidance Materials (ORAPP Login Required) | Guidance materials are a collection of documents that support Sample Receipt and Analysis data submissions by providing template and submission instructions, example submission files, list of values, data elements, and business rules information via the state mapping file, in addition to other resources that provide guidance for a successful submission. A link to download the guidance materials is available on the ORAPP Sample Receipt and Analysis Data Exchange page after successful login. |
| Sample Receipt and Analysis e-Learning Courses | The four non-interactive Sample Receipt and Analysis e-Learning courses available on the ORAPP e-Learning page provide: <ul style="list-style-type: none"> • Sample Receipt and Analysis Overview • Sample Receipt and Analysis Guidance Materials Overview • Sample Receipt and Analysis Submission • Sample Receipt and Analysis Errors and Correction |
| Sample Data Sharing KAs | The four Sample Data Sharing KAs provide step-by-step instructions with images on how to perform Sample Collections and Sample Receipt and Analysis Submissions in ORAPP in addition to how to correct submission errors. |
| Product Code Builder | The Product Code Builder is a tool used to properly generate a product code for samples included in a submission. The Product Code Builder allows users to enter descriptive information which will be used to generate the correct product code that should be entered on the template. The generated product code can be copied and pasted directly into the template. |

Contact Us

For assistance with ORAPP or ORA DX, contact the ORA DX Team via the ORAPP Contact Us page: https://orapartners.fda.gov/webcenter/portal/ORAPARTNERS/pages_contactus.