

ORA Partners Portal (ORAPP) Firm Inventory Reconciliation Overview Knowledge Article (KA)

Audience

This article is intended for regulatory partners with access to the Office of Regulatory Affairs (ORA) Partners Portal (ORAPP) who manage firm inventory data for firms within their state.

Summary

The ORAPP Firm Inventory Reconciliation (IR) capability allows regulatory partners to perform firm inventory data submissions, to verify the firm inventory data for their state in FDA’s database. Regulatory partners can use the [Firm Inventory Reconciliation Template](#) to submit firm inventory data for up to **5,000 firms per submission** to determine if the firm inventory data in FDA’s database matches the state’s records or requires reconciliation.

Firm Inventory Reconciliation (IR) Overview

During a Firm IR submission, ORAPP will attempt to match firm inventory data on the Firm Inventory Reconciliation Template with the data in FDA’s database. Matching will be attempted using the following criteria or criteria combinations:

- **FDA Establishment Identifier (FEI)** (if provided)
- **Firm Legal Name** and **physical address**
- **Doing Business As (DBA)** (if provided) and **physical address**
- **DUNS Number** (if provided) and **physical address**

After the submission is processed, the Firm Inventory Reconciliation Template will display a **Match Status** and **FDA Firm Data Results / Error Explanation** for each record. This should be used to determine if reconciliation is needed. The following table displays the match statuses that can be returned for a firm inventory reconciliation submission.

Firm Inventory Reconciliation Match Statuses		
Match Status	Description	Follow-up Action
Match	A single firm matched the firm inventory record	None Required
Match on DBA	The DBA name matched FDA’s firm inventory record	Submit the correct Firm Legal Name to state liaison if needed
No Match	No firms in the FDA database matched the submitted data	Submit missing firm inventory data to state liaison
Multiple Matches	There are multiple matches in the FDA database	Review the FDA Firm Data Results/Error Explanation and submit correct firm inventory data to state liaison to have the multiple firm inventory records merged
Review	The firm inventory record data needs to be reviewed for errors	Review the FDA Firm Data Results/Error Explanation and address the error explanation listed for that firm inventory record For example, if the error explanation states, “Returned

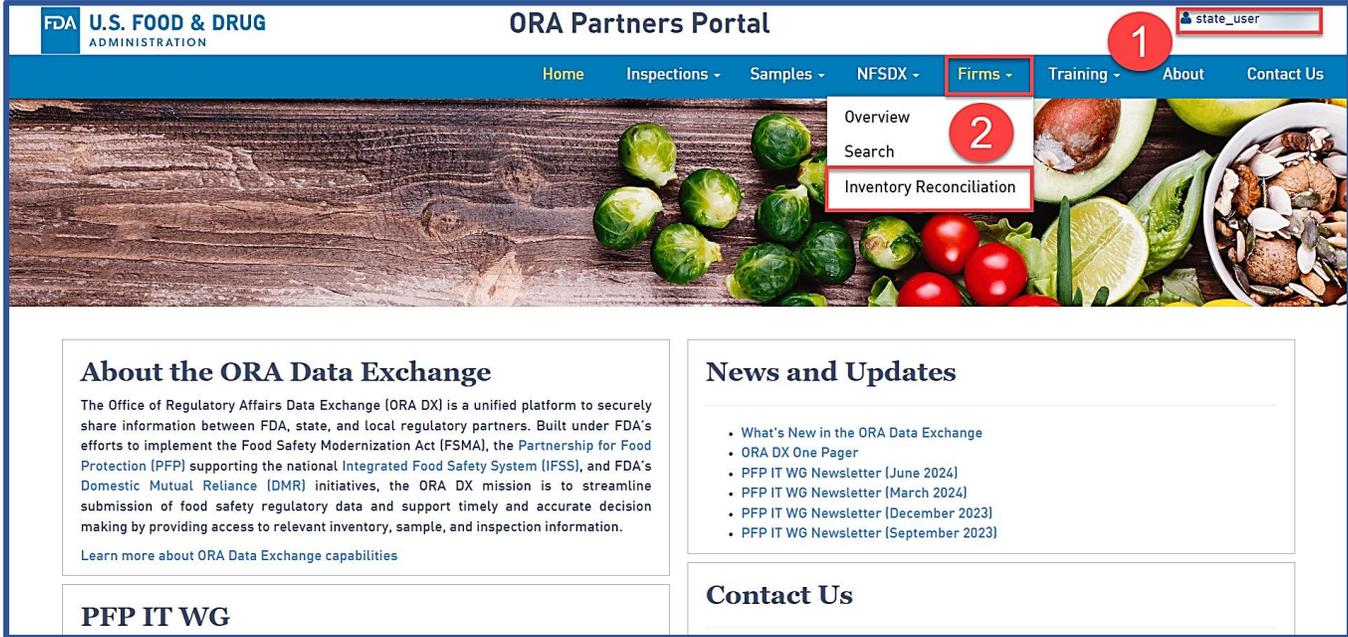
		address is out of state”, confirm that the address entered in the submission file is correct and within your assigned state before performing a resubmission
Rejected	There are errors with the firm inventory data entered in the template that prevent processing.	Review the FDA Firm Data Results/Error Explanation, correct the error(s) and perform a resubmission

Reconciliation is needed for **No Match** and **Review** statuses. To reconcile the inconsistencies between FDA’s database and the state records, the regulatory partner must send the correct firm inventory data to their state liaison to be updated in FDA’s database.

Access Firm Inventory Reconciliation Capability and Template

To access the **ORAPP Firm IR** capability and template:

1. Navigate to **ORAPP** in the web browser and log in using your FDA provided credentials.
2. Hover over **Firms** on the menu bar and select **Inventory Reconciliation** on the submenu.



3. The **Firm Inventory Reconciliation** contains:
 - a. Link to **Download the Firm Inventory Reconciliation Template**.
 - b. Option to **select** and **submit firm inventory data**.
 - c. File submission **status information**.

Firm Inventory Reconciliation

Submit Firm Inventory Reconciliation data using the FDA Firm Inventory Reconciliation Template that is available to download below.

[Download Firm Inventory Reconciliation Template v2.0](#) **a**

To submit Firm Inventory Reconciliation data for processing, the Excel file must NOT:

- Contain more than 5000 records
- Be password-protected
- Reuse a previously submitted filename
- Use a filename longer than 75 characters or containing * " : ? | / \ < >

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 2 years from the Submission Date.

Select File No file chosen

Minnesota Department of Agriculture - Food Division				
Filename	Submission Date	Submitted By	Status	Status Summary
IR_T003_MD_V1.xlsx	7/31/2023	Dennis Shats	Success	The processed file resulted in 2 firm record match(es) on state firm name or DBA and 0 firm record(s) for review. 0 firm record(s) contained data errors that require the record(s) to be corrected and resubmitted. Download and open the file and view the last two columns for the Match Status and the FDA Firm Data Results/Error Explanation for each firm.
IR_T002_MD_V1.xlsx	7/31/2023	Dennis Shats	Success	The processed file resulted in 2 firm record match(es) on state firm name or DBA and 0 firm record(s) for review. 0 firm record(s) contained data errors that require the record(s) to be corrected and resubmitted. Download and open the file and view the last two columns for the Match Status and the FDA Firm Data Results/Error Explanation for each firm.
IR Excel Template_07262023-1.xlsx	7/26/2023	Prasanthi Velaga	Review	The processed file resulted in 4 firm record match(es) on state firm name or DBA and 0 firm record(s) for review. 2 firm record(s) contained data errors that require the record(s) to be corrected and resubmitted. Download and open the file and view the last two columns for the Match Status and the FDA Firm Data Results/Error Explanation for each firm.

- To download the template, select the **Download Firm Inventory Reconciliation Template** link at the top of the page.
- The template will appear in the Downloads folder within the web browser. **Open** the downloaded template. **Note:** The location of the Downloads folder will vary based on the web browser used

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IR Excel Template_v2.0 (3).xlsx
208 KB • Done

Firm Inventory Reconciliation

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Firm Inventory Reconciliation Template Overview

The **Firm Inventory Reconciliation Template** consists of six worksheets:

- Disclaimer** – FDA disclosure about authorized usage of the template.
- Instructions** – Instructions on how to use the template to perform a firm inventory reconciliation submission.
- Data Requirements** – A list of all data elements within the template with guidance on proper formatting.
- Inventory Reconciliation Data** – Data entry worksheet used by the regulatory partner to enter firm inventory data.

- **Example** – Sample firm inventory data that can be used as a reference when populating the template.
- **Data Values** – A list of all dropdown menus in the template and the menu options.

FirmDetails											Results Info	
FEI (Optional)	Firm Legal Name (Required)	Doing Business As (DBA) (Optional)	Address Line1 (Required)	Address Line2 (Optional)	City Name (Required)	State Code (Required)	Zip Code (Required)	Country Code (Required)	DUNS Number (Optional)	State Identification Number (Optional)	Match Status <small>(LEAVE BLANK. FIELDS WILL BE AUTO-POPULATED DURING PROCESSING. AFTER PROCESSING, DO NOT CLEAR OR ALTER FIELD CONTENTS.)</small>	FDA Firm Data Results / Error Explanation <small>(LEAVE BLANK. FIELDS WILL BE AUTO-POPULATED DURING PROCESSING. AFTER PROCESSING, DO NOT CLEAR OR ALTER FIELD CONTENTS.)</small>
3006312713	JJ Road Feeder, LLC El Reglano Seafood, Corp		1432 Nw 82nd Ave 911 Nw 7th Street Rd		Miami Miami	FL FL	32401 33101	US US		STID984563450345 46456456456		

Zoom in to see Inventory Reconciliation Data worksheet details.

< > Disclaimer Instructions Data Requirements **Inventory Reconciliation Data** Example DataValues +

Firm inventory data is entered on the **Inventory Reconciliation Data** worksheet which contains two sections: **Firm Details** and **Results Info**. Regulatory partners should only enter data in columns within the **Firm Details** section. The **Results Info** section should never be modified as it is used by ORAPP to autogenerate the **Match Status** and **FDA firm Data Results/Error Explanation** post-submission. The following table contains a list of the data elements on the Inventory Reconciliation Data Worksheet of the template and their descriptions.

Inventory Reconciliation Data Worksheet Data Elements		
Data Element Name	Required or Optional?	Description
FEI Number	<i>Optional</i>	Unique number assigned to a firm by the FDA which is involved in an FDA regulated activity with the agency
Legal Name	Required	Firm name used on legal documents such as the incorporation charters and tax filings
DBA	Optional	Doing Business As (DBA) name for the firm
Address	Required	Physical address of the firm
Street – Line 1	Required	Physical street address of the firm
Street – Line 2	<i>Optional</i>	Suite number, room number, office number, etc. <i>(if applicable)</i>
City	Required	City for the firm’s physical address
State	Required	State for the firm’s physical address
Zip Code	Required	Zip code for the firm’s physical address
Country	Required	International Organization for Standardization (ISO) Country
DUNS number	<i>Optional</i>	Nine-digit identifier number assigned to businesses by Dun & Bradstreet
State Identification Number	<i>Optional</i>	State Identification Number – assigned by state agency
Matching Status	<i>System Generated Post-Submission</i>	Match status returned for firm inventory data submission
FDA Firm Data Results/Error Explanation	<i>System Generated Post-Submission</i>	Firm inventory data returned from FDA database or error explanation <i>(based on match status)</i>

Firm Inventory Reconciliation Submission

To learn how to perform a [Firm IR submission](#), reference the [ORAPP Inventory Reconciliation Submission Knowledge Article](#) or the [Firm Inventory Reconciliation e-Learning courses](#) available within the ORAPP Training tab.

Contact Us

For assistance with ORAPP or ORA DX, contact the ORA DX Team via the [ORAPP Contact Us](#) page.