**Adding multiple MFA/SPEIA awards with the bulk upload template**

**Important information**

Before you use the bulk upload tool, it’s important to note that:

* you can only add a MFA grouping number to a MFA award for an existing MFA grouping

1. **Downloading the bulk upload template**

You can download the template file from the Download template tab on the Add multiple MFA/SPEIA awards page. The file will be in Microsoft Excel (.xlsx) format.

1. **Adding MFA/SPEIA awards to the template**

Some of the fields are optional and require different formats – you can check the requirements for each field in the bulk upload field table.

**Important information about Public Authority name**

You must enter Pubic Authority name that already exists else it will result In an error.

1. **Bulk upload field table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required field** | **Mandatory/ optional** | **Definition and use** | **Format** |
| SPEIA Assistance Award | Mandatory | This defines if the award is SPEIA Assistance or not | Yes  No |
| MFA / SPEIA Grouping | Mandatory | This defines if the award will be linked to a MFA/SPEIA grouping number or not | Yes  No |
| MFA / SPEIA Grouping ID | Mandatory if MFA/SPEIA grouping has been selected as “yes” | Defines the MFA/SPEIA grouping number that the award will be linked to  This must be pre-existing for it to pass the validation | MFA12345 |
| Award full amount (£) | Mandatory | Enter the exact full amount for the award. The template will only accept Numeric values (1000)  Entering values such as (£1000), (1M) will not work | 1000 |
| Confirmation Date | Mandatory | This is the date field for the confirmation date and should only be entered in a date format with valid dates (12/12/2012)  NOT (3rd Dec 20) | DD/MM/YYYY  Eg 12/12/2012  Using “/” to separate |
| Public authority name | Mandatory | The name of the public authority giving the award. | Letters, numbers and special characters  The public authority name must be in the same spelling and format as it appears in the database. You can see the exact spelling of your public authority in your account. |
| Organisation Name | Mandatory | Defines the name of the organisation associated with the award | Letters, numbers and special characters |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation ID Type | Mandatory | The form of identification for the recipient. You must select one of the following options:    Company registration number  Charity number  VAT number  UTR number | Select from dropdown list |
| ID Number | Mandatory | Enter the number for the ID type that you selected.  For example, if you selected ‘VAT number’, you must enter the recipient’s VAT number. | If the ID type is a company registration number, it must be either:   * 8 digits * 2 letters, followed by 8 digits   If the ID type is a charity number, it must be 8 digits. It might include a dash (-) before the last digit.  If the ID type is a VAT number, it must be 9 digits.  If the ID type is a UTR, it must be 10 digits. |

1. **Saving the file in the correct format**

When you’ve finished adding information to the template, you can save the file. You can choose whether to save the file as a:

* .xlsx file

1. **Uploading the file**

Upload the file in the Upload file tab on the Add multiple MFA/SPEIA awards page.

If the upload is successful, this will submit every MFA/SPEIA award for approval.

If the upload is unsuccessful, you will see an explanation of any errors.

For more help and support with bulk uploads, contact your public authority’s administrator.