

# Ensuring the correct date format in the Bulk Payment Request Upload template

This QRG is a short guide to assist you in ensuring the correct format of the **SupportsDeliveredFrom** and **SupportsDeliveredTo** fields in the Bulk Payment Request Upload template.

## Date fields within the Bulk Payment Request Upload template

To successfully upload a bulk payment request, the template is required to pass format validation. This includes the date fields in a required YYYY-MM-DD format

Template field name:	Required data/information:	Required format:	Mandatory?
SupportsDeliveredFrom	Start date of the support provided	YYYY-MM-DD format	Mandatory
SupportsDeliveredTo	End date of the support provided	YYYY-MM-DD format	Mandatory

Excel will default dates entered to a DD/MM/YYYY format.

This format in the **SupportsDeliveredFrom** and **SupportsDeliveredTo** fields will fail the format validation if uploaded to myPlace.

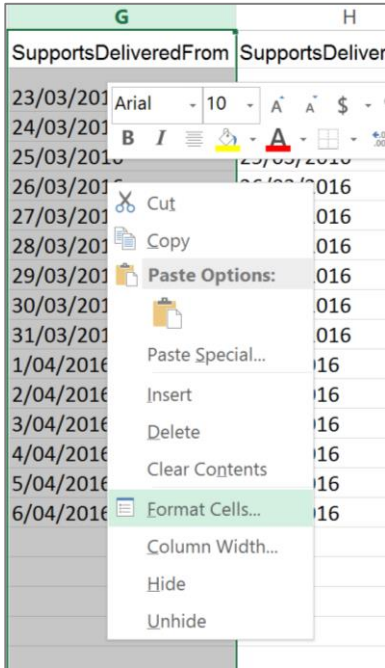
## Steps to easily update the date format

The easiest way to change this format to the accepted YYYY-MM-DD format is:

1. Highlight the column with the dates that need to be formatted:

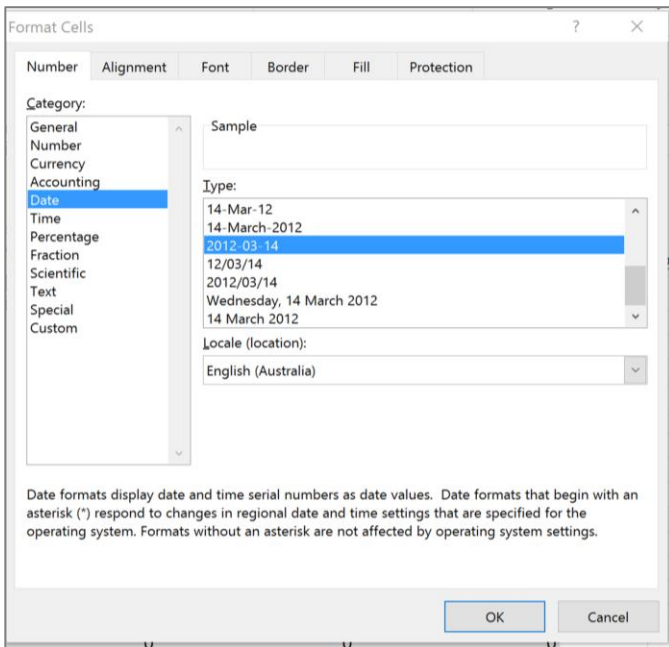
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SupportsDeliveredFrom	SupportsDeliveredTo
23/03/2016	23/03/2016
24/03/2016	24/03/2016
25/03/2016	25/03/2016
26/03/2016	26/03/2016
27/03/2016	27/03/2016
28/03/2016	28/03/2016
29/03/2016	29/03/2016
30/03/2016	30/03/2016
31/03/2016	31/03/2016
1/04/2016	1/04/2016
2/04/2016	2/04/2016
3/04/2016	3/04/2016
4/04/2016	4/04/2016
5/04/2016	5/04/2016
6/04/2016	6/04/2016

2. Right click on the column and select **Format Cells**



3. A **Format Cells** menu will open.

4. Select **Date** from the **Category** list, and then select **2012-03-14** from the **Type** list



5. Select **OK**.

6. The column will now be updated to the accepted YYYY-MM-DD format