

SFTP Setup in eFileReady for Others / Third-party software

User Guidance



Table of Contents

About this Guidance	3
1. Background	4
2. Pre-requisites	4
3. How to configure ' Other SFTP ' Setup	4
4. Our IP details for whitelisting	7
4.1 Test Server Domain and IP :	7
4.2 Live Server Domain and IP :	7
5. File naming convention	8
6. When will the files be processed	8
7. CIS Test sample Email screenshots	9
8. CIS300 Monthly Return Test JSON samples	11
9. CIS Verification Test JSON samples	12

About this Guidance

This guidance provides a detailed procedure about how to set up 'Other SFTP' to transfer files to eFileReady and harness the HMRC Efiling capabilities of eFileReady.

1. Background

SFTP (Secure File Transfer Protocol) is an extension of FTP that uses secure shell (SSH) protocol to secure the transfer of files.

This guide is only for users of Third-party software which are capable of having their own SFTP server, and want eFileReady to connect to their server and perform file transfer and file processing operations. Typically, eFileReady will pick the files from the Third-party SFTP location, pre-validate them for HMRC XML Schema data conformance and Business rules, and further deliver the data to HMRC.

Any user of eFileReady can set up 'Other SFTP' within their account by giving the Third-party SFTP details . This means you, as a user , can send HMRC E-filing data for services such as CIS, MTD VAT etc. and receive responses with 'Digital Receipt' details in a secure way . You can also get notifications and file processing 'Status updates' through Email .

2. Pre-requisites

- To use eFileReady 'Other SFTP' services you must have an account in eFileReady. You must signup with eFileReady and complete the activation process and the Signin process.
- Further, to efile data to HMRC, you must enter the HMRC E-filing credentials in the 'E-filing Credentials Setup' section of your eFileReady account. For MTD VAT E-filing, you must complete the 'Grant Authorisation' process in your eFileReady account.

3. How to configure ' Other SFTP ' Setup

'Other SFTP' Setup is a one-time setup to link eFileReady with your SFTP location. For this, log in to your account, and continue with the Welcome page. You will then land on the 'Employer Details' page. Click on the 'Other SFTP SETUP > CIS' link

The screenshot shows the 'Employer Details' page for 'DEMO LIMITED'. The company information includes: Network House, Arundel Road, Uxbridge, Middlesex, UB8 2RR, United Kingdom; Tel. No.: 020 8731 9981; E-Mail: democo@democo.com; Employer's PAYE Ref.: 067 / V30456; and Acc. Office Ref.: 067 / 067PA00045678. There are five buttons: 'View / Edit Employer Contact Details', 'View / Edit E-Filing Credentials Setup', 'View / Edit Manage System Users', 'Setup MTD Authorisation', and 'Enable Support Request'. At the bottom, there are two radio button options for SFTP setup: 'eFileReady SFTP SETUP' (which is selected and has a green checkmark) and 'ORACLE / SAP / Other SFTP SETUP' (which is unselected and highlighted with a red border). Both options have 'CIS' and 'VAT' sub-options.

Figure 3.1 Other SFTP setup

Enter the details for SFTP Server Name and SFTP Login User ID.

Further, enter the '**Input Folder Name**', that is the folder where in you or the Third-party software will drop or upload the CIS CSV files.

Also, enter the '**Output Folder Name**', the folder where in eFileReady will drop or upload the Status responses (in JSON format), Success Certificate PDFs, CIS Verification response CSVs .

SFTP Details	
SFTP Server Hostname / IP	sftp.yourdomain.com
SFTP Login User ID	6XYZABCPQR
Input Folder Name	Inbox
Output Folder Name	Outbox
SFTP Login Password	*****
Contact Details	
Contact Person Name	Redford Robert
System Administrator Email	demo@demo.com
1st Operator's Email	demo1@mail.com
2nd Operator's Email	demo2@mail.com
3rd Operator's Email	demo3@mail.com
4th Operator's Email	demo4@mail.com
5th Operator's Email	demo5@mail.com
Contact Tel. No. 1	020 1234 5678
Contact Tel. No. 2	020 1234 5678

Figure 3.2 Other SFTP Details

Fill in the SFTP Login Password and re-enter the Password for confirmation purposes. Fill in the Email details , that is the Emails to which eFileReady will send 'Status updates'.

Click on '**Save**' and wait , eFileReady will then connect to your SFTP location with the given details, and give you an instant message on the page, if the connection could be established or not.

If the message is positive, the SFTP connection is successfully done, and you can proceed with uploading files to the 'Input Folder' location . If not, check the details entered, and verify if the folder names given by you have appropriate permissions , further you can retry the setup after corrective action is taken as required.

4. Our IP details for whitelisting

4.1 Test Server Domain and IP :

test1.eFileReady.com 35.189.98.185

4.2 Live Server Domain and IP :

www1.eFileReady.com 35.189.124.25

Important Note :

- Please ensure that you have **two separate SFTP User accounts with two different SFTP Login User IDs , one for Test Efiling purpose and another for Live Efiling purpose.**
- When you login into your "Test Efileready" account, you must enter the "Test SFTP User account" details in your "Other SFTP Setup". Please note, when you transfer files to the "Test SFTP User account" , the data is submitted to HMRC Test server.
- When you login into your "Live Efileready" account, you must enter the "Live SFTP User account" details in your "Other SFTP Setup". Please note, when you transfer files to the "Live SFTP" User account, the data is submitted to HMRC Live server.
- Please ensure that the SFTP User account has **both "READ" and "WRITE" permissions** for both 'Input Folder Name' and 'Output Folder Name' given by you in your "Other SFTP Setup".
- Please enter the Password and Folder Name details in "Other SFTP Setup" correctly. Any mistake in Password, or Folder Names could cause connectivity issues.

5. File naming convention

Files transferred using SFTP must be CSV files (ending in ".csv") , or HMRC XML files (ending in ".xml"). You should only use the characters A-Z upper or lower case, numbers 0-9, hyphen and underscore for filenames. Spaces, any other special characters in filenames could cause issues in data transfer. We recommend using a consistent file naming scheme which creates a unique filename, for each new file uploaded.

6. When will the files be processed

eFileReady will pick the files dropped in 'Input Folder' for processing , instantly.

7. CIS Test sample Email screenshots

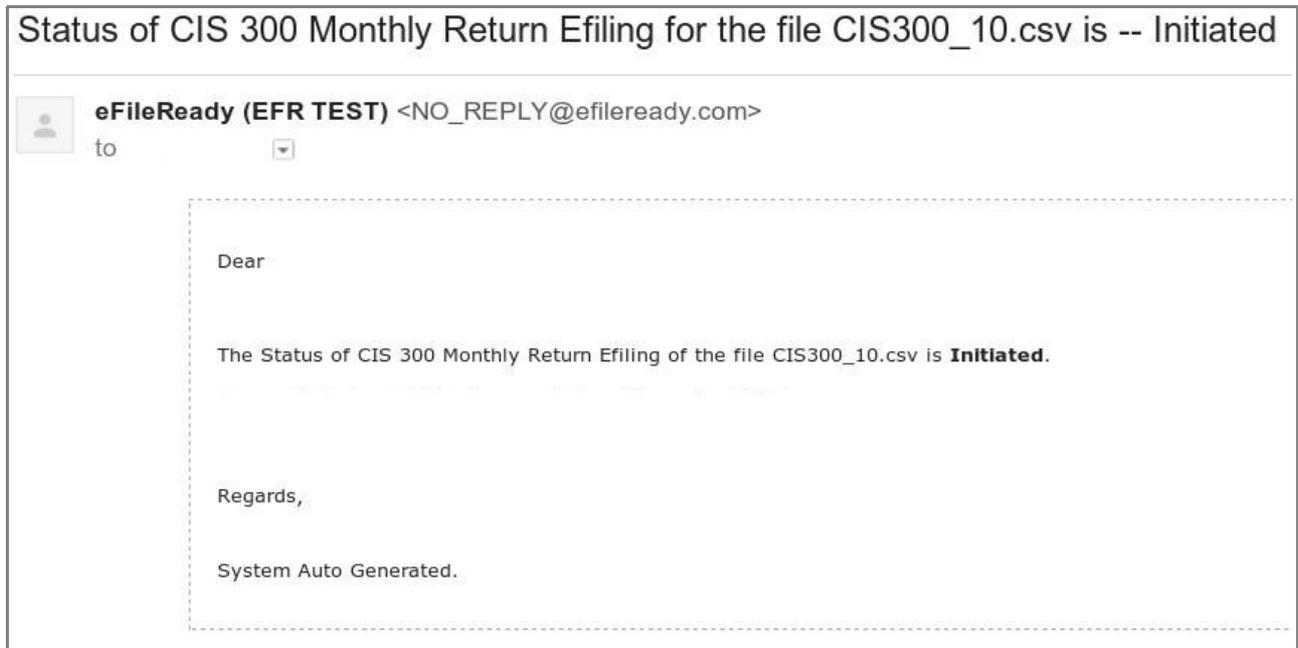


Figure 7.1 CIS Sample E-mail

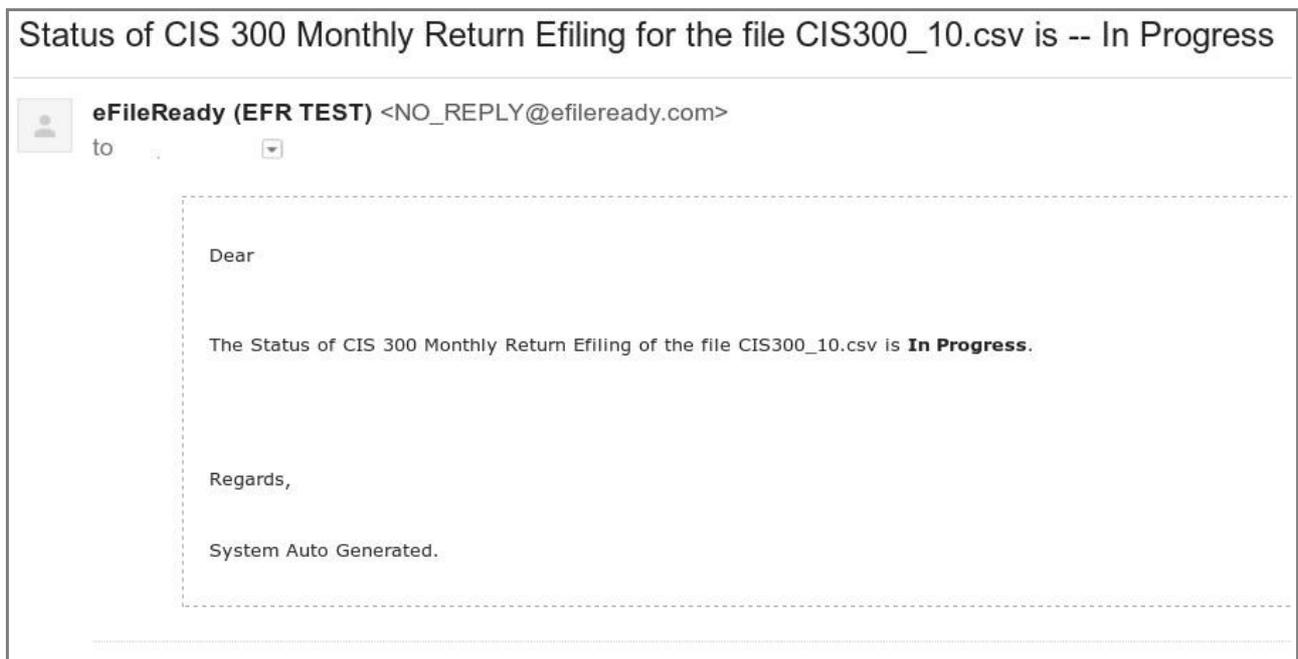


Figure 7.2 CIS 300 In Progress

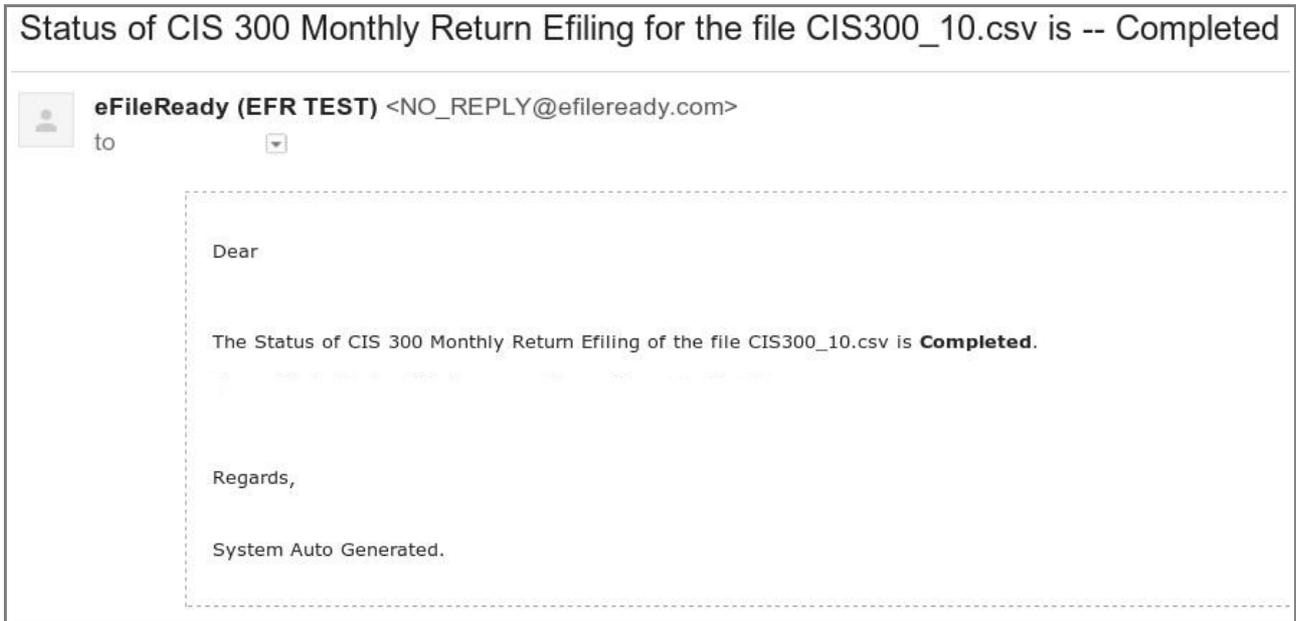


Figure 7.3 CIS 300 Completed

8. CIS300 Monthly Return Test JSON samples

```
{
  "correlationId": "2200AA26ABDA0E095D5836304C7227AA",
  "statusCode": "initiated",
  "stage": "",
  "status": "Data processing is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "2200AA26ABDA0E095D5836304C7227AA",
  "statusCode": "in_progress",
  "stage": "submission_initiated",
  "status": "Data submission is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "2200AA26ABDA0E095D5836304C7227AA",
  "statusCode": "completed",
  "status": "Data processing is completed without any errors.",
  "providerId": "HMRC",
  "providerRefId": "B6C9B18F795241D69CEC81E9B920C232",
  "providerMessage": "HMRC has received the IR-CIS-CIS300MR document
ref: 123/R015 at 22.01 on 06/09/2017. The associated IRmark was:
3A00WP2STBUH4JHURJ3NU5PH27DHCV2H. We advise you to keep this receipt in
both electronic and hardcopy versions for your records. You may wish to
use them to identify your submission in the future."
}
```

9. CIS Verification Test JSON samples

```
{
  "correlationId": "6A281391B5CDF594048DFB81BF98B0D6",
  "statusCode": "initiated",
  "stage": "",
  "status": "Data processing is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "6A281391B5CDF594048DFB81BF98B0D6",
  "statusCode": "in_progress",
  "stage": "submission_initiated",
  "status": "Data submission is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "6A281391B5CDF594048DFB81BF98B0D6",
  "statusCode": "completed",
  "status": "Data processing is completed without any errors.",
  "providerId": "HMRC",
  "providerRefId": "A67F3F286A0249008FEFF3BA636816A5",
  "providerMessage": "HMRC has received the IR-CIS-VERIFY document ref:
123/R015 at 07.38 on 06/09/2017. The associated IRmark was:
UVNYRCF2ICIKNFHVEPYAFX26ZT4EDKGP. We advise you to keep this receipt in
both electronic and hardcopy versions for your records. You may wish to
use them to identify your submission in the future.",
  "responseDetails": {
    "contractorName": "J J SERVICES",
    "contractorUtr": "4325648151",
    "contractorAoRef": "123PP87654321",
    "subcontractors": [
      {
        "name": "John Smith",
```

```
"utr": "2234567890",
"worksRef": null,
"crn": "",
"nationalInsuranceNumber": "YW000003A",
"partnerDetails": "",
"matchStatus": "matched",
"taxTreatment": "net",
"verificationNumber": "V5678912345"
},
{
  "name": "Fred George Bingham",
  "utr": "9345678901",
  "worksRef": null,
  "crn": "",
  "nationalInsuranceNumber": "",
  "partnerDetails": "",
  "matchStatus": "unmatched",
  "taxTreatment": "unmatched",
  "verificationNumber": "V5678912345A"
},
{
  "name": "Christopher Andrew Biggins",
  "utr": "7234567892",
  "worksRef": null,
  "crn": "",
  "nationalInsuranceNumber": "YW000011A",
  "partnerDetails": "Happy Plumbers / 6456789012",
  "matchStatus": "matched",
  "taxTreatment": "gross",
  "verificationNumber": "V5678912345"
},
{
  "name": "Denby Roofing",
```

```
    "utr": "2567890123",
    "worksRef": null,
    "crn": "",
    "nationalInsuranceNumber": "",
    "partnerDetails": "",
    "matchStatus": "unmatched",
    "taxTreatment": "unmatched",
    "verificationNumber": "V5678912345B"
  }
]
}
}
```