# **SFTP Setup - Instructions**

#### Step 1: Download and install FileZilla

Download the latest version of FileZilla into your system. Click on the below link to download FileZilla:

https://filezilla-project.org/download.php?show\_all=1. Now proceed to install FileZilla.

#### Step 2 : Download configuration file

Click on "**Download SFTP Configuration for FileZilla**" button. An XML format configuration file will be downloaded immediately. MTD VAT provides the configuration file for each of the FTP users. This file can be directly imported to FileZilla to configure SFTP.



Figure 2.1 Download SFTP configuration file (image for representation only)

## Step 3 : Import configuration file to FileZilla

Open FileZilla to import the downloaded configuration file.

1. Go to *File*  $\rightarrow$  *Import* 

ile	Edit	View	Transfer	Server	Bookmarks	Help			
	Site M	lanager				CTRL+S			
	Сору	current	connectio	n to Site	Manager				
	New t	ab				CTRL+T			
	Close	tab				CTRL+W			
_	Export								
	Impor	t							
5	Show	CTRL+E							
	Exit					CTRL+Q			

Figure 3.1 Import file

2. Browse the configuration file. Select the MTDVAT configuration XML file.

Click "Open"  $\rightarrow$  Click "OK"

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Look <u>i</u> n:	E Desktop		~ (	) 🇊	1	
Recent places	MTDV XML Fi 16.8 KB					^
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	File <u>n</u> ame:	MTDVAT_configuration	.xml		~	<u>O</u> pen
	Files of type:	XML files (*.xml)			*	Cancel

Figure 3.2 Browse configuration file



Figure 3.3 Import settings

Once the import process is completed, an "Import Successful" message will be displayed. The MTD VAT SFTP site will be created. Now proceed to establish the SFTP connection to MTD VAT.

### **Step 4 : Establish SFTP connection**

1. Go to **File**  $\rightarrow$  **Site Manager**.

File	Edit	View	Transfer	Server	Bookmarks	Help	New
	Site M	anager				Ctr	I+S
	Сору	current	connectio	n to Site	Manager		
	New t	ab				Ctrl	I+T
	Close	tab				Ctrl-	+W
	Export						
	Impor	t					
	Show	files cu	rrently beir	ng edited		Ctr	I+E
	Exit					Ctrl	+Q

Figure 4.1 Site Manager

- 2. Select the MTD VAT Server from the "**My Sites**" list. All the credentials will be automatically extracted from the configuration file.
- 3. Click on "Connect" to establish SFTP connection. and transfer your files to MTD VAT.

	Site Mana	ite Manager					
Select Entry:	General Advanced Transfer Settings Charset						
ftp.MTDVAT.com	<u>H</u> ost:	ftp.MTDVAT.com Port:					
	Pro <u>t</u> ocol:	FTP - File Transfer Protocol	~				
	Encryption:	Use explicit FTP over TLS	~				
	Logon Type:	Normal	~				
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	Pass <u>w</u> ord:						
	Account:						
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Delete Copy			×				
Connect	<u>0</u> K	Cancel					

Figure 4.2 Establish SFTP connection

## Step 5 : Transfer MTD VAT CSV file to MTD VAT

Once the connection is established, you can transfer the MTD VAT CSV file from your local directory to the MTD VAT SFTP server. To transfer, you'll need to drag and drop the file to the appropriate folder.

Follow the steps to upload files to MTD VAT SFTP server

1. First, drag and drop the MTD VAT CSV file to the "inbox" folder( Refer Figure 5.3).

File Edit View	Transfer Serve	er Bookmarks	Help							
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Host:	Usernam		Password:		Port:		Quickconnect			
Command: mtime "i	2	IISEL UI SEIVEI								
Response: 153690										
		er: 0 seconds. L	ocal: 19800	secon	ds. Differenc	e: 1980	0 seconds.			
Status: Director	y listing succes	sful								
									]	
Local site: /home/[	Desktop/Sampl	e4/		~	Remote sit	:e: /			~	
🖻 🔰 Desk 🚚 Sa	top mple4	**			± 🥼/					
Filename 🔨	Filesize File	etype Las	t modified		Filename	Files	size Filetype	Last modified	Permissions Ow	
y										
Sample4.csv	435 csv		12/2018 0		📒 inbox		Directory	09/14/201	drwxr-xr-x 960	
Sample4.cs	0 don	e file 09/	12/2018 0		📕 outlink		Directory	09/12/201	drwxr-xr-x 960	
Selected 1 file. Tot	al size: 435 by:	tes			2 directories					
Server/Local file	Direct	ior Remote file			Size Prio	rity St	atus			
				1						
Queued files Fai	iled transfers	Successful trar	nsfers							
							8	🚥 Queue: emp	ty 🔹 🖷	

Figure 5.3 Drag and drop file to inbox folder

- 2. Check the file transfer status from the information window of FileZilla( Refer Figure 5.4). If status is displayed as "Successful" you can continue with the following steps.
- 3. Drag and drop the "done" file to the "inbox" folder (The "done" file is an empty file used to indicate that the data file is ready to be taken for processing).
- 4. The system will automatically proceed for e-filing after the done file upload. You'll be further acknowledged with the e-filing status e-mail at each level of processing.

File Edit View	Transfer Server	Bookmarks Help								
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Host: Username: Password: Port: Quickconnect -										
	directory /inbox									
		ole4/Sample4.csv" "Sample								
		ple4/Sample4.csv => remo			csy					
Status: File tran	ister successful, tr	ansferred 435 bytes in 2 se	econas	5						
Local site: /home/	Desktop/Sample4/	1	×	Remote site:	/				~	
🗆 📁 Desl	ktop			+ 🤳 /						
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Sample4.csv	435 csv-file	09/12/2018 0		🧊 inbox		Directory	09/14/201	drwxr-xr-x	960	
Sample4.cs	0 done-f	ile 09/12/2018 0		🧊 outbox		Directory	09/12/201	drwxr-xr-x	960	
				_						
Selected 1 file. Tot	tal size: 435 bytes			2 directories						
Server/Local file	Directior	Remote file		Size Priority Status						
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	·	^				<b>a</b>	Queue: emp	tv 🌒	۲	

Figure 5.4 Check file transfer status