

# **SFTP Setup in eFileReady for Others / Third-party software**

## **User Guidance**



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## 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, RTI etc. and receive responses with 'HMRC IRMark 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 sign up 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.

### 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

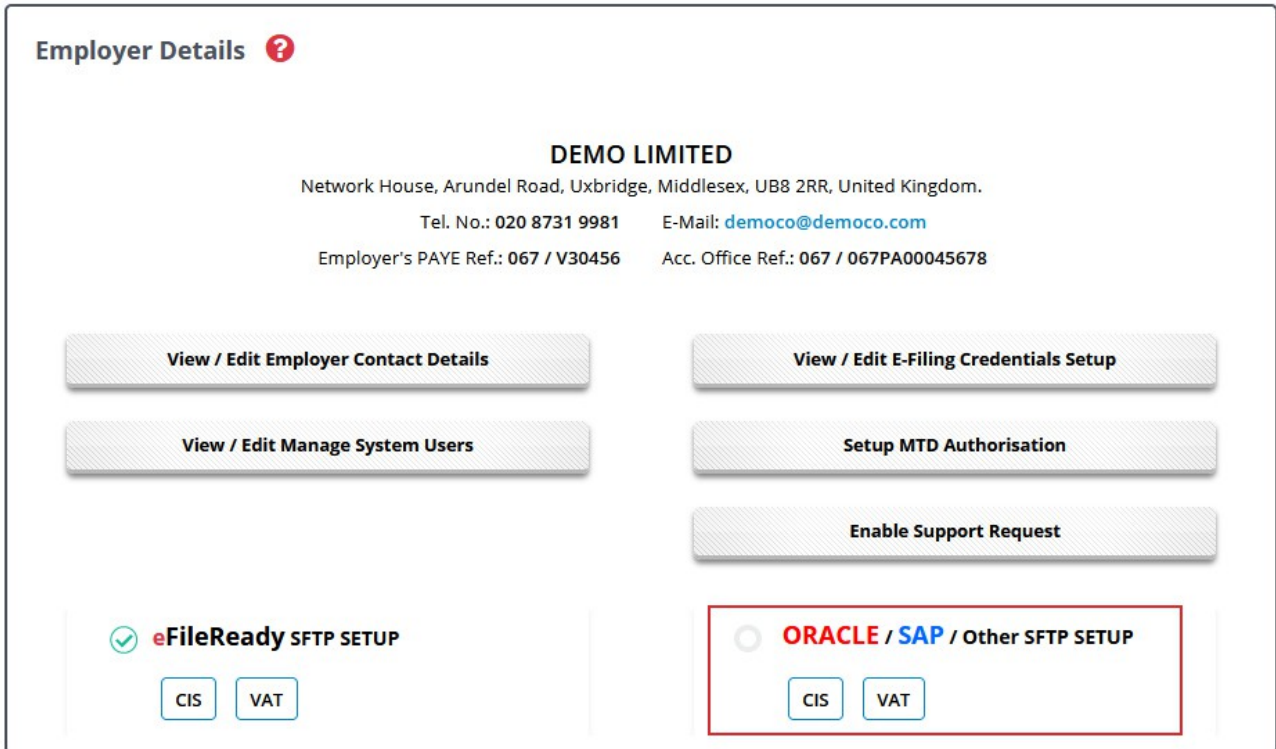


Figure 3.1 Other SFTP setup

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 the CIS CSV files.

Also, enter the '**Output Folder Name**', the folder where in eFileReady will drop the Status responses (in JSON format) .

SFTP Details	
<b>SFTP Server Hostname / IP</b>	demoSFTP.efileready.com
<b>SFTP Login User ID</b>	9AKB5TMG3CFSD
<b>Input Folder Name</b>	Inbox
<b>Output Folder Name</b>	Outbox
<b>SFTP Login Password</b>	*****

Contact Details	
<b>Contact Person Name</b>	Redford Robert
<b>System Administrator Email</b>	demo@demo.com
<b>1st Operator's Email</b>	demo1@mail.com
<b>2nd Operator's Email</b>	demo2@mail.com
<b>3rd Operator's Email</b>	demo3@mail.com
<b>4th Operator's Email</b>	demo4@mail.com
<b>5th Operator's Email</b>	demo5@mail.com
<b>Contact Tel. No. 1</b>	020 1234 5678
<b>Contact Tel. No. 2</b>	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 response details with JSON attachments.

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 has the following two strategies to pick the files dropped in 'Input Folder' for processing :

### 5.1 "Done" file strategy

### 5.2 "No Done" file strategy

eFileReady uses **"Done"** File strategy, as default, for accepting files through SFTP channel. That is, your CSV file will be consumed or accepted instantly only if 'done' file exists. The 'done' file would just be an empty file, only used to indicate that the data file is ready to be taken for processing.

For e.g if 'CIS300\_10.csv' is the name of the file to be transferred to eFileReady, then the associated 'done' file would be named as 'CIS300\_10.csv.done'. So, you must first drop the CSV file 'CIS300\_10.csv' in the 'Input Folder'. Then drop the associated 'done' file , that is 'CIS300\_10.csv.done' into the 'Input Folder'.

Alternatively, you can make use of the **"No Done"** file strategy, if it is inconvenient for you or the Third-party software to implement the "done" file creation along with data file. In this strategy, it is important to know the timings, when the file will be picked up for processing. Please check the section "Time limits for SFTP processing" for more information.

In general, for this case, you can drop the CSV files alone, before 8.00pm . eFileReady will pick them all late evening , and process them. That is, the file processing will not happen instantly , but will happen at a fixed time in the evening.



## 7. Time limits for SFTP processing

**00:00 Hrs to 21:59 Hrs:** "Done" file strategy will be active, i.e., the files are processed instantly soon after the "done" file is made available along with the CSV file.

**22:00 Hrs to 23:59Hrs:** "No Done" file strategy will be active, i.e., the files with no "done" file will be processed. However, there is a time constraint which is, files must be uploaded on or before 20:00Hrs for processing.

For example,

- a) if we consider CIS300\_11.csv is uploaded to the 'Input Folder' @19:30Hrs, this file will be picked up at 22:00 Hrs when the "No Done" file strategy will be active.
- b) If we consider CIS300\_12.csv is uploaded to the 'Input Folder' @20:10Hrs this file will not be picked up at 22:00Hrs as the time limit of 20:00 has crossed. This file will be picked up for processing the following day @22:00Hrs.

## 8. CIS Test sample Email screenshots

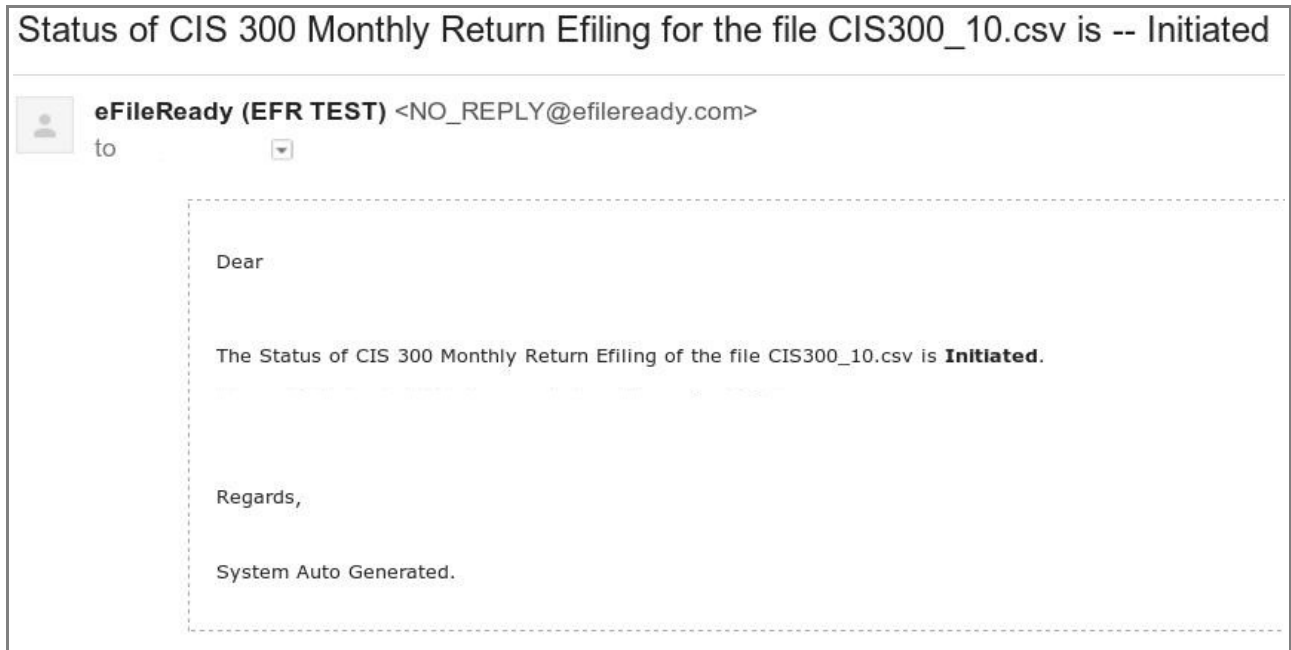


Figure 8.1 CIS Sample E-mail

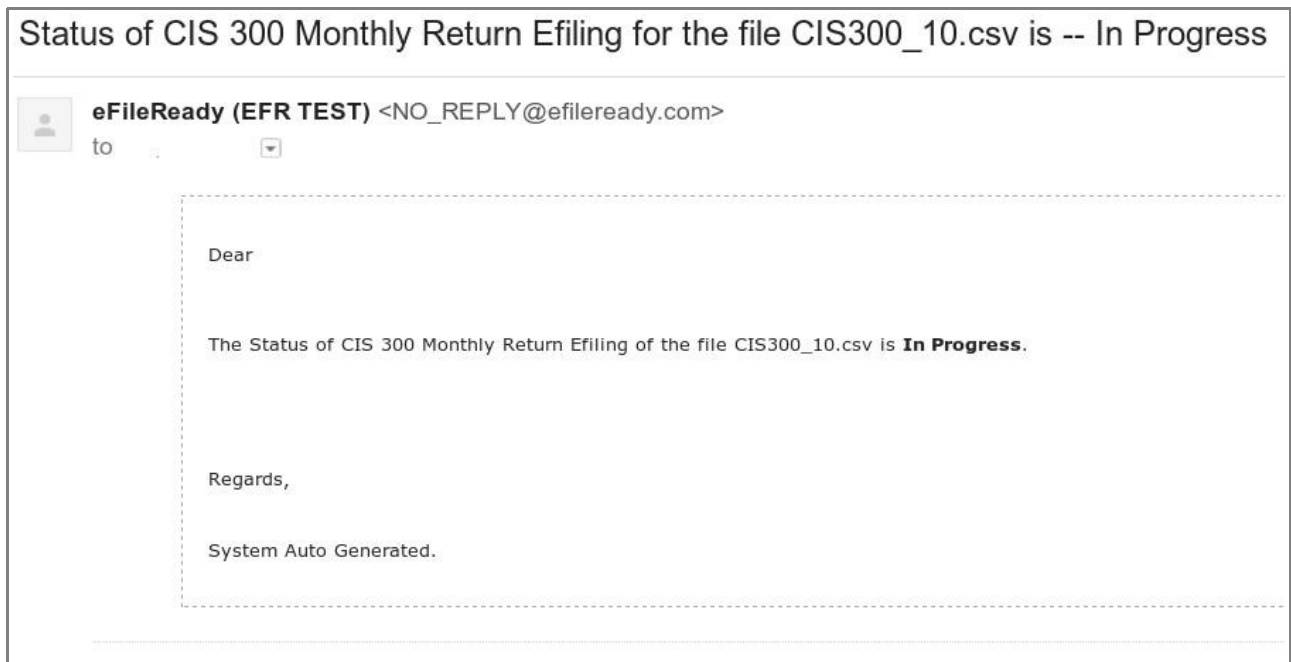


Figure 8.2 CIS 300 In Progress

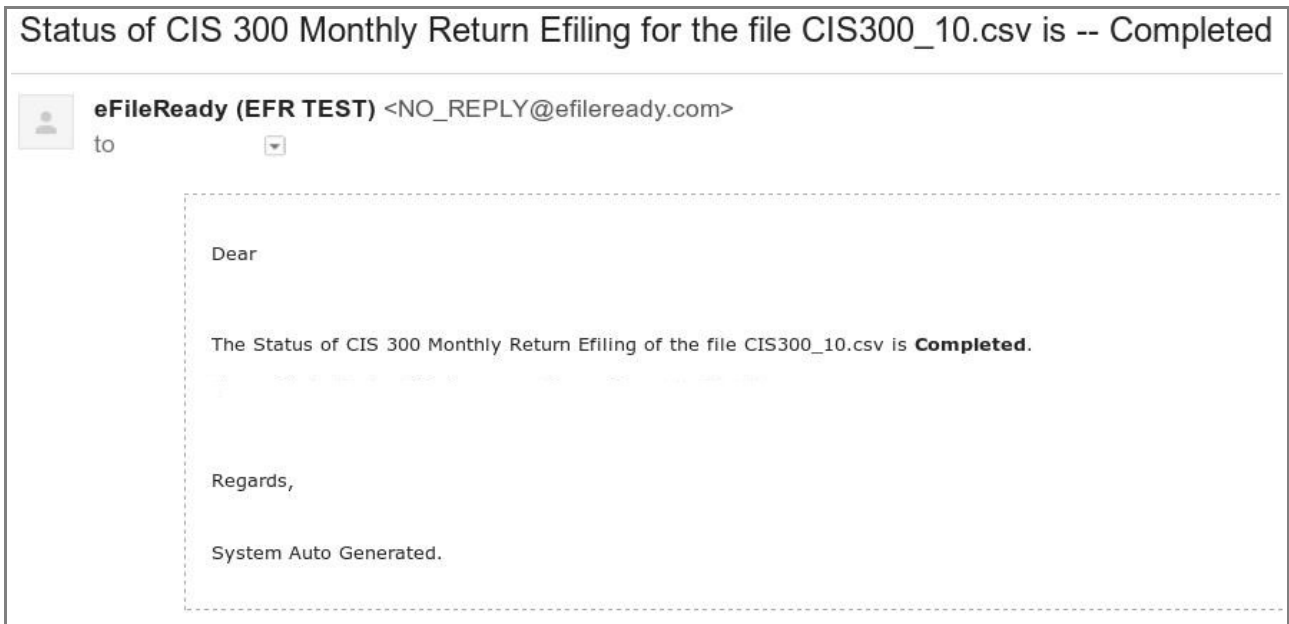


Figure 8.3 CIS 300 Completed

## 9. 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:
3A0OWP2STBUH4JHURJ3NU5PH27DHCV2H. 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."
}
```

## 10. 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"
}
]
}
}
```

## 11. RTI FPS Test sample Email screenshots

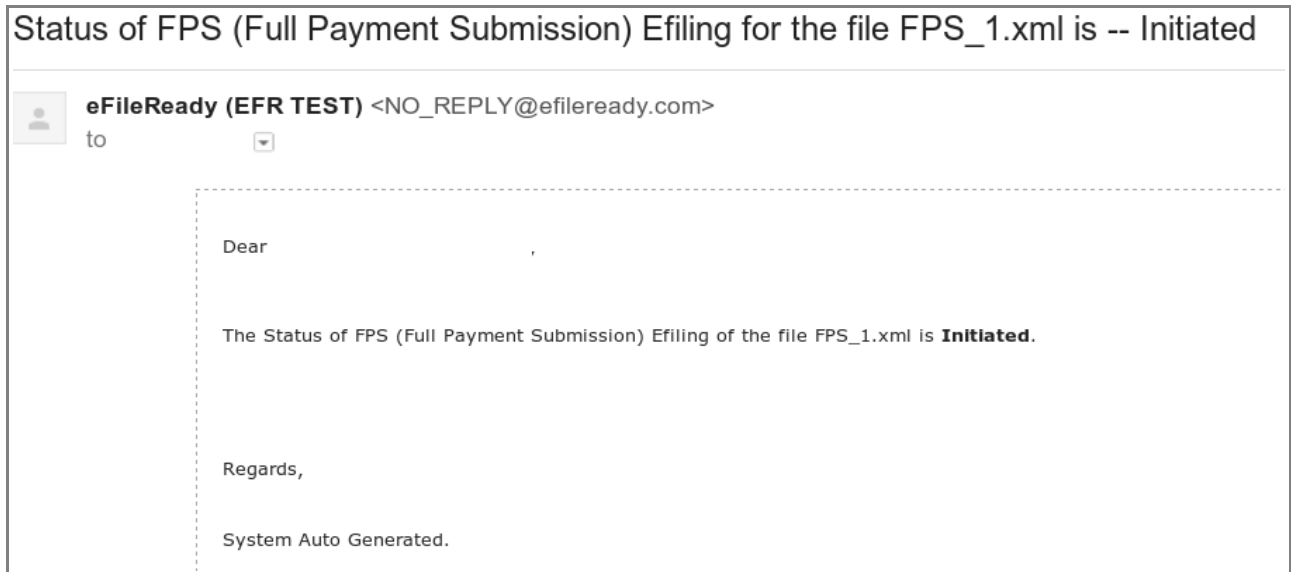


Figure 11.1 FPS Sample E-mail

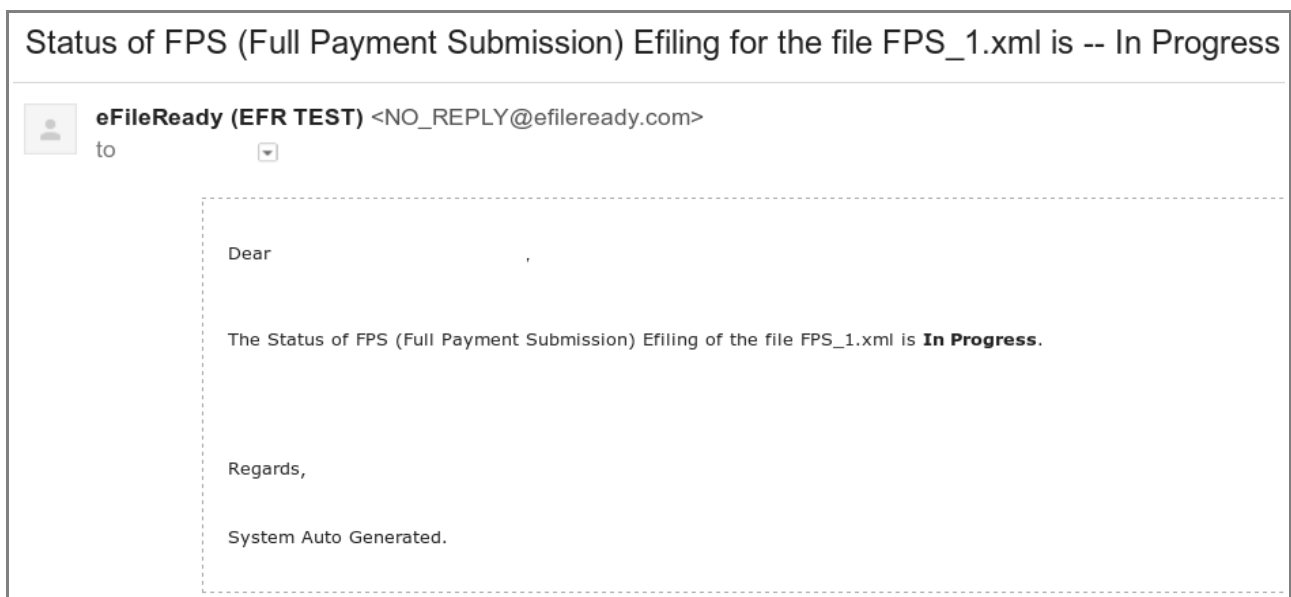
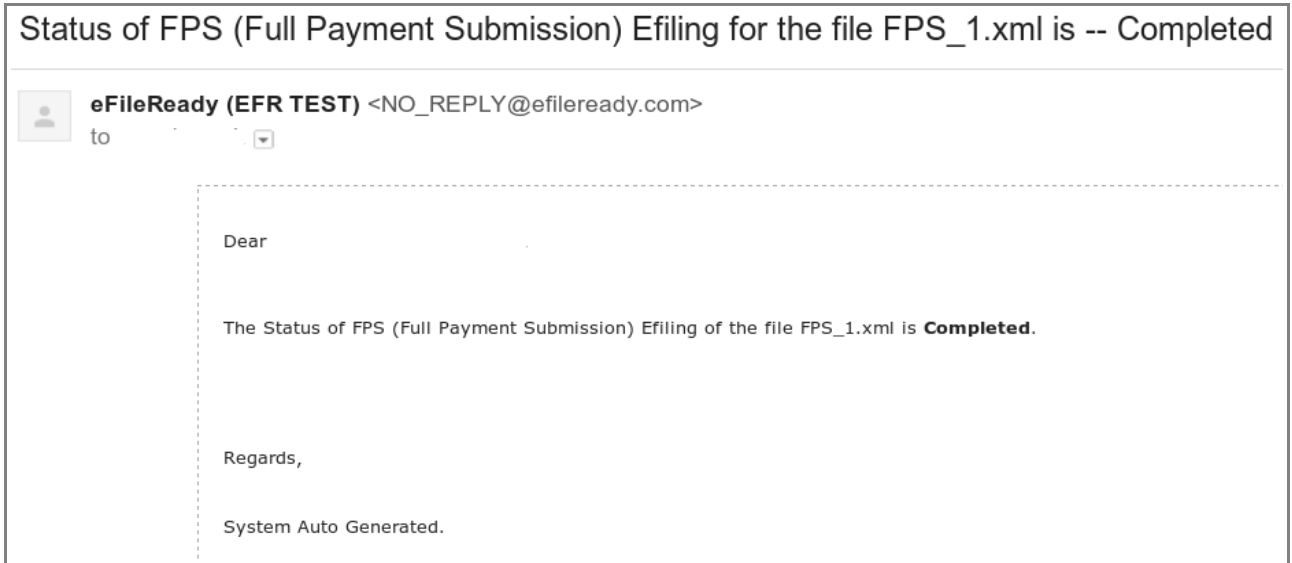


Figure 11.2 FPS In Progress





**Figure 11.3 FPS Completed**

## 12. RTI FPS Test JSON samples

```
{
  "correlationId": "F389C495AC33797E038642D5C5B72E52",
  "statusCode": "initiated",
  "stage": "",
  "status": "Data processing is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "F389C495AC33797E038642D5C5B72E52",
  "statusCode": "in_progress",
  "stage": "submission_initiated",
  "status": "Data submission is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "F389C495AC33797E038642D5C5B72E52",
  "statusCode": "completed",
  "status": "Data processing is completed without any errors.",
  "providerId": "HMRC",
  "providerRefId": "060D375FD7CA476F84D0A49F274DCAE4",
  "providerMessage": "HMRC has received the HMRC-PAYE-RTI-FPS document
ref: 548/A548 at 07.57 on 01/03/2018. The associated IRmark was:
YYSR2MAELBFQRB67M4E47747H4BN6TEW. We strongly recommend that you keep
this receipt electronically, and we advise that you also keep your
submission electronically for your records. They are evidence of the
information that you submitted to HMRC. Thank you for your submission"
}
```