

**SFTP Setup in eFileReady for
using eFileReady-provided
SFTP services**

User Guidance



Table of Contents

| | |
|--|----|
| <u>About this Guidance</u> | 3 |
| <u>1. Background</u> | 4 |
| <u>2. Pre-requisites</u> | 4 |
| <u>3. How to configure ' eFileReady SFTP ' Setup</u> | 5 |
| 3.1 <u>Action 1 : Log in to eFileReady application</u> | 5 |
| 3.2 <u>Action 2 : Request SFTP credentials</u> | 6 |
| 3.3 <u>Action 3 : Download SFTP configuration file for FileZilla</u> | 8 |
| 3.4 <u>Action 4: Download and install FileZilla</u> | 8 |
| 3.5 <u>Action 5 : Import configuration file to FileZilla</u> | 9 |
| 3.6 <u>Action 6 : Establish SFTP connection</u> | 10 |
| 3.7 <u>Action 7 : Transfer CSV file to eFileReady server</u> | 11 |
| <u>4. File naming convention</u> | 13 |
| <u>5. When will the files be processed</u> | 13 |
| <u>6. CIS Test sample Email screenshots</u> | 14 |
| <u>7. CIS300 Monthly Return Test JSON samples</u> | 16 |
| <u>8. CIS Verification Test JSON samples</u> | 17 |

About this Guidance

This guidance provides a detailed procedure about how to create SFTP account in eFileReady, upload files to eFileReady SFTP location 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 who do not have their own SFTP server, but want to use SFTP mode to transfer files to eFileReady. Such users can create SFTP account in eFileReady, and further drop e-filing data into their SFTP account. Typically, eFileReady will pick the files from this 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 create SFTP account within their account . 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 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. For MTD VAT E-filing, you must complete the 'Grant Authorisation' process in your eFileReady account.

3. How to configure ' eFileReady SFTP ' Setup

3.1 Action 1 : Log in to eFileReady application.

' eFileReady SFTP ' Setup is a one-time setup to create an SFTP account in eFileReady. 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 'eFileReady SFTP SETUP > CIS' link

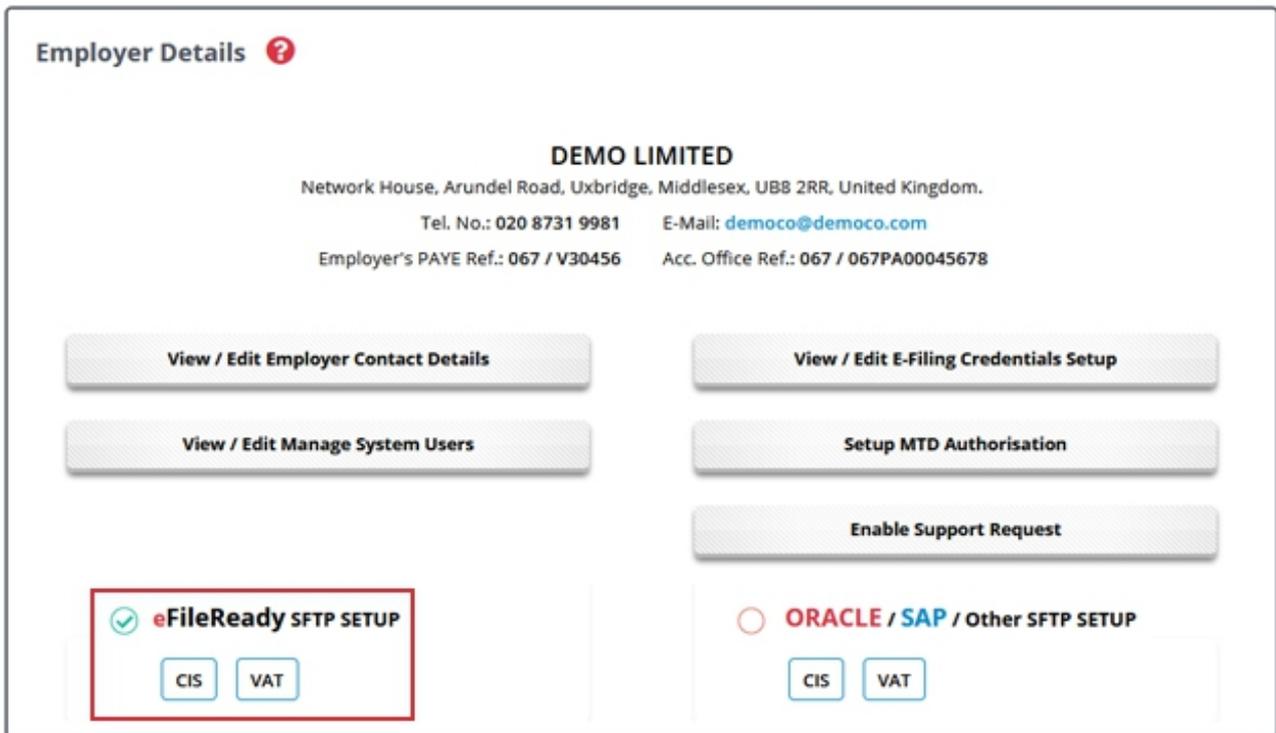


Figure 3.1 eFileready SFTP setup

3.2 Action 2 : Request SFTP credentials

Click on **'Request SFTP Credentials'** , the fields SFTP Server Host Name, SFTP Login User ID, Input Folder Name, Output Folder Name will be auto-populated with values. These fields are non-editable and generated by eFileReady. Please note down these details carefully. These are the details which you must use later to connect to eFileReady SFTP server using SFTP-client software.

'Input Folder Name' is the folder where in you will drop the CIS CSV files.

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

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

Figure 3.2.1 Request SFTP credentials

Click on **'Save'** and wait , eFileReady will create SFTP account with the given details, and connect to your SFTP account. You will get an instant message on the page about the connection. eFileReady SFTP account is ready for use now.

After successfully setting up eFileReady VAT SFTP credentials, a page will be displayed as shown in Figure 3.2.2

| SFTP Details | |
|-----------------------------------|-------------------------|
| SFTP Server Hostname / IP | demoSFTP.efileready.com |
| SFTP Login User ID | 9AKB5TMG3CFSD |
| 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 3.2.2 SFTP Details

3.3 Action 3 : Download SFTP configuration file for FileZilla

To upload files using SFTP you will need an SFTP client software service provider to connect to eFileReady SFTP server. Following are the instructions to connect FileZilla client software to eFileReady SFTP server.

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

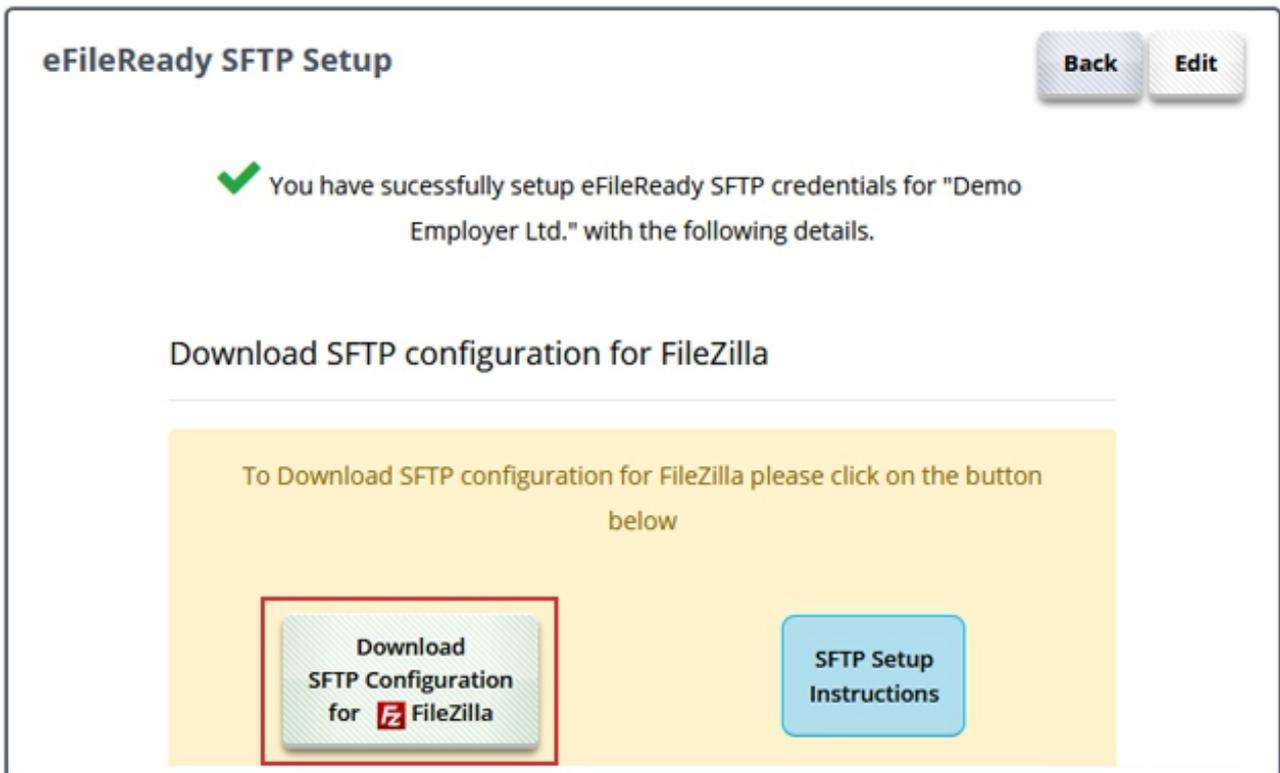


Figure 3.3 Download SFTP Configuration for FileZilla

3.4 Action 4: Download and install FileZilla

We recommend you to download the latest version of FileZilla. Click on the link below to download the latest version.

https://filezilla-project.org/download.php?show_all=1

Once downloaded, proceed to install FileZilla.

3.5 Action 5 : Import configuration file to FileZilla

Open FileZilla to import the downloaded configuration file.

1. Go to **File** → **Import**

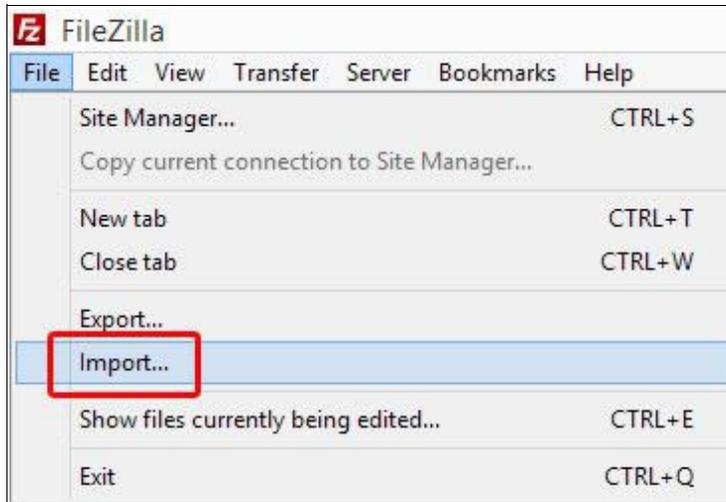


Figure 3.5.1 Import

2. Browse the configuration file. Select the eFileReady configuration XML file. **Click “Open”** → **Click “OK”**

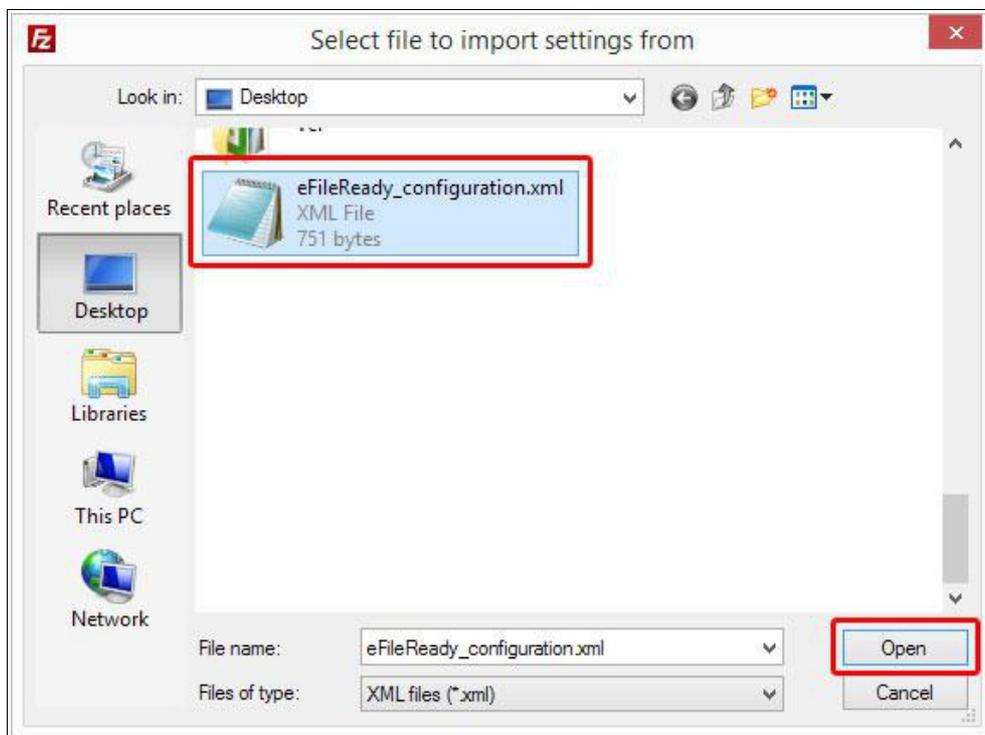


Figure 3.5.2 Open configuration file



Figure 3.5.3 Import settings

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

3.6 Action 6 : Establish SFTP connection

1. Go to **File** → **Site Manager**.

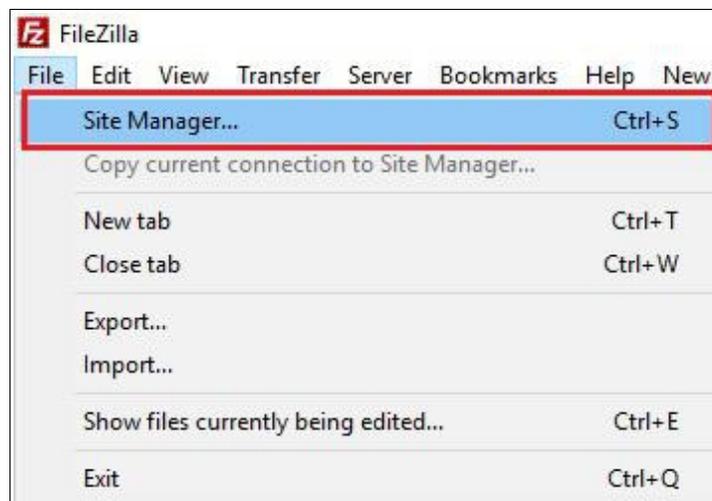


Figure 3.6.1 Site Manager

2. Select the eFileReady SFTP 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 eFileReady.

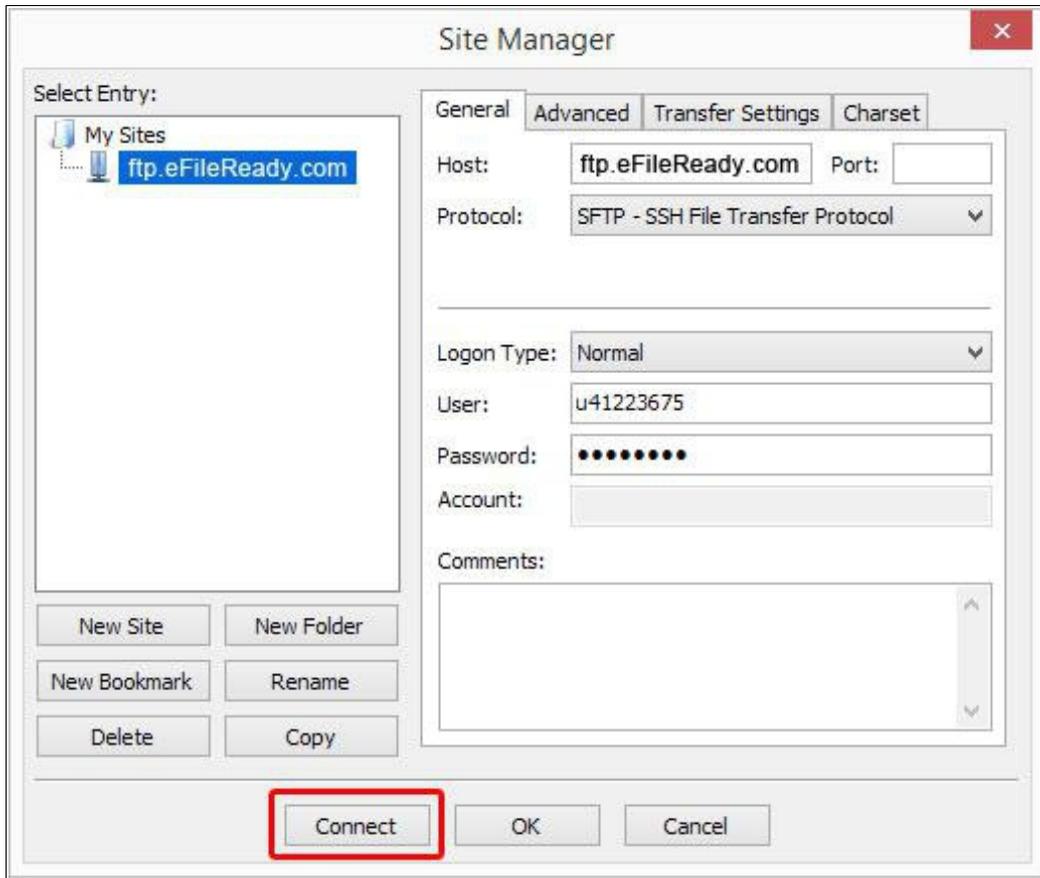


Figure 3.6.2 Establish SFTP connection

3.7 Action 7 : Transfer CSV file to eFileReady server

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

Follow the steps to upload files to eFileReady SFTP server

1. Drag and drop the CSV file to the "inbox" folder(Refer Figure 3.7.1).

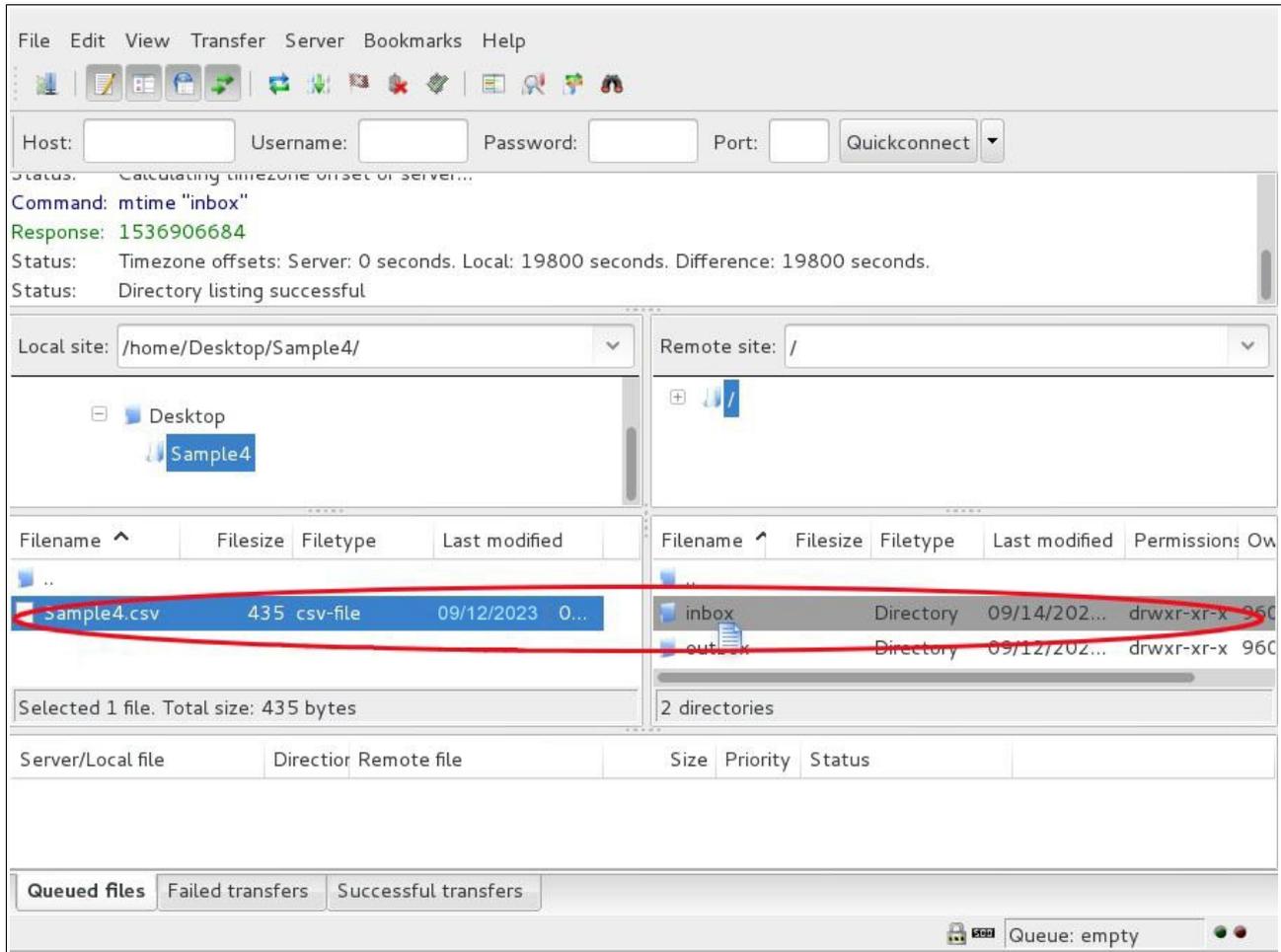


Figure 3.7.1 Drag and Drop file in inbox folder

2. Check the file transfer status from the information window of FileZilla(Refer Figure 3.7.2). If status is displayed as “Successful” , it indicates the file is transferred successfully.
3. Your CSV data file will be taken for processing, immediately after the transfer is successful.
4. The system will automatically proceed for e-filing, if the data validation of your CSV file has no errors. You'll be further acknowledged with the e-filing status e-mail at each level of processing.

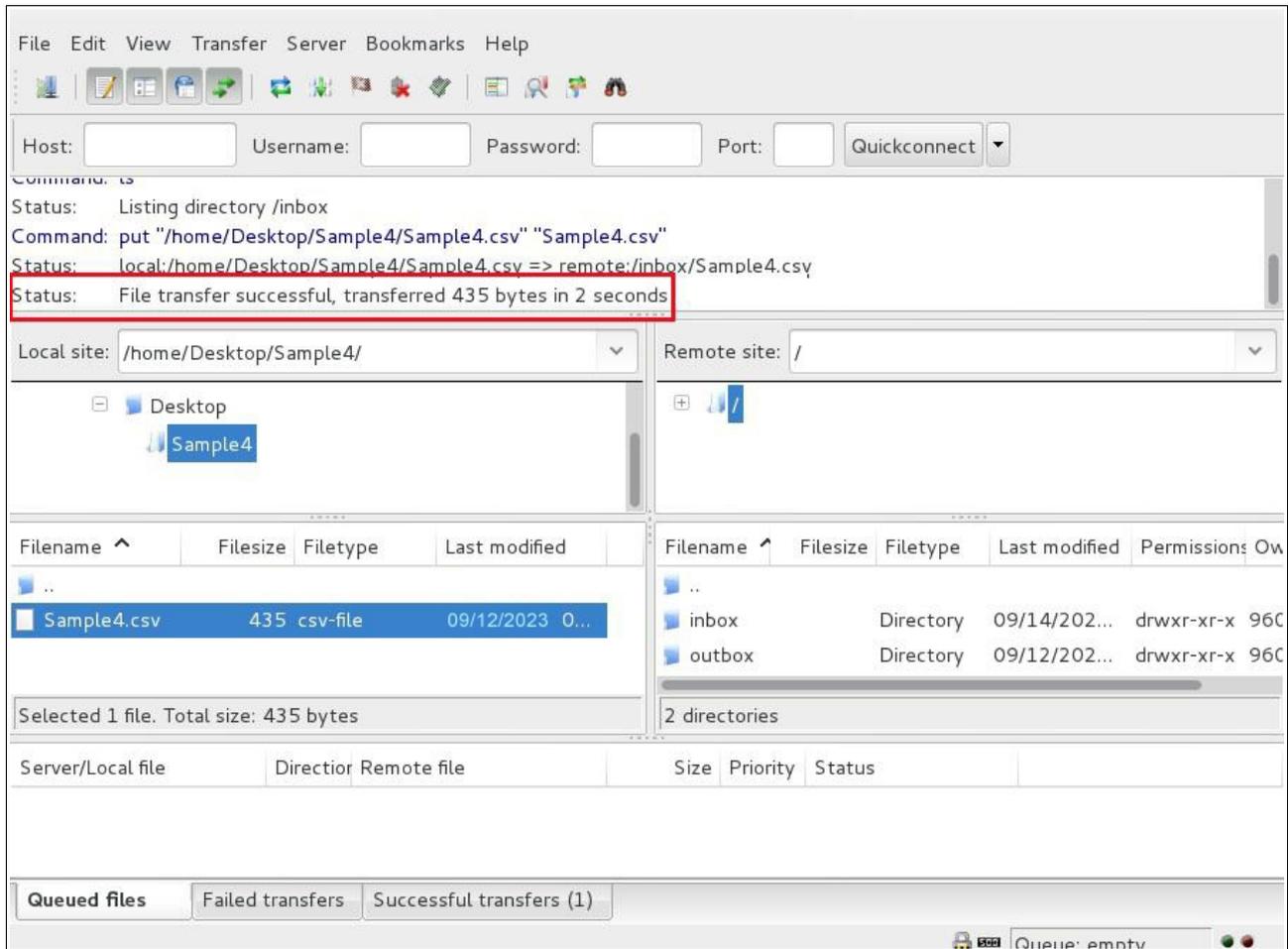


Figure 3.7.2 Check file transfer status

4. 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.

5. When will the files be processed

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

6. CIS Test sample Email screenshots

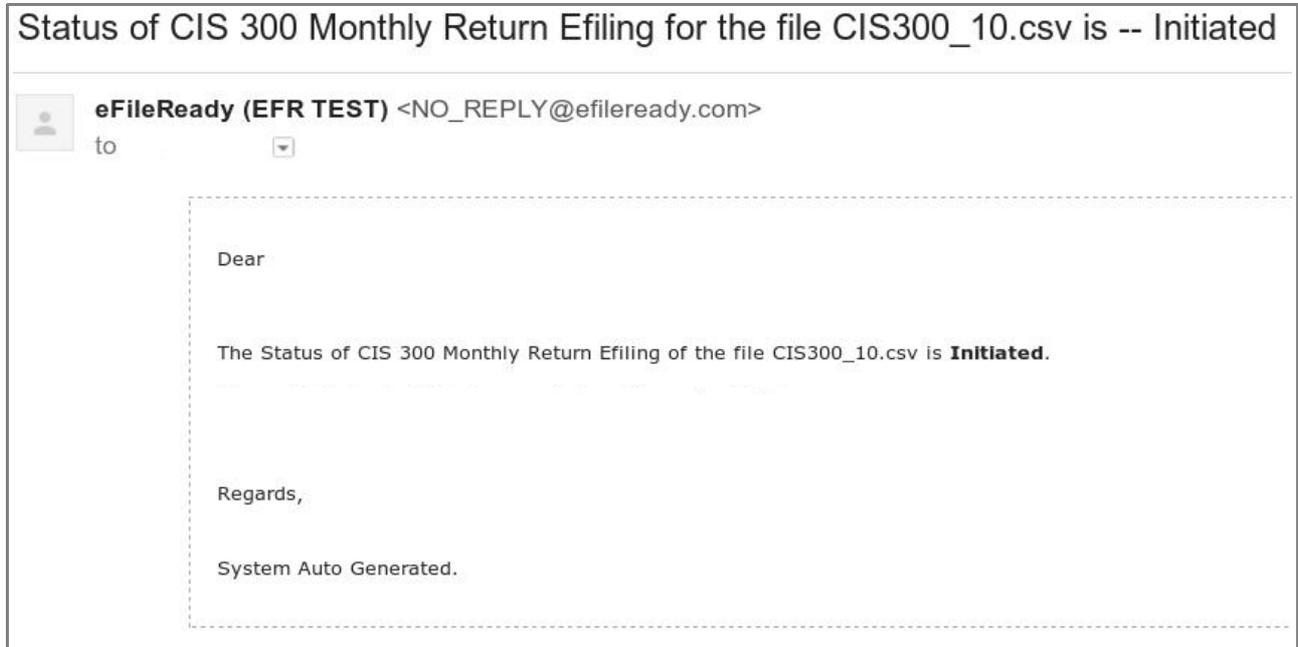


Figure 6.1 CIS Test Sample

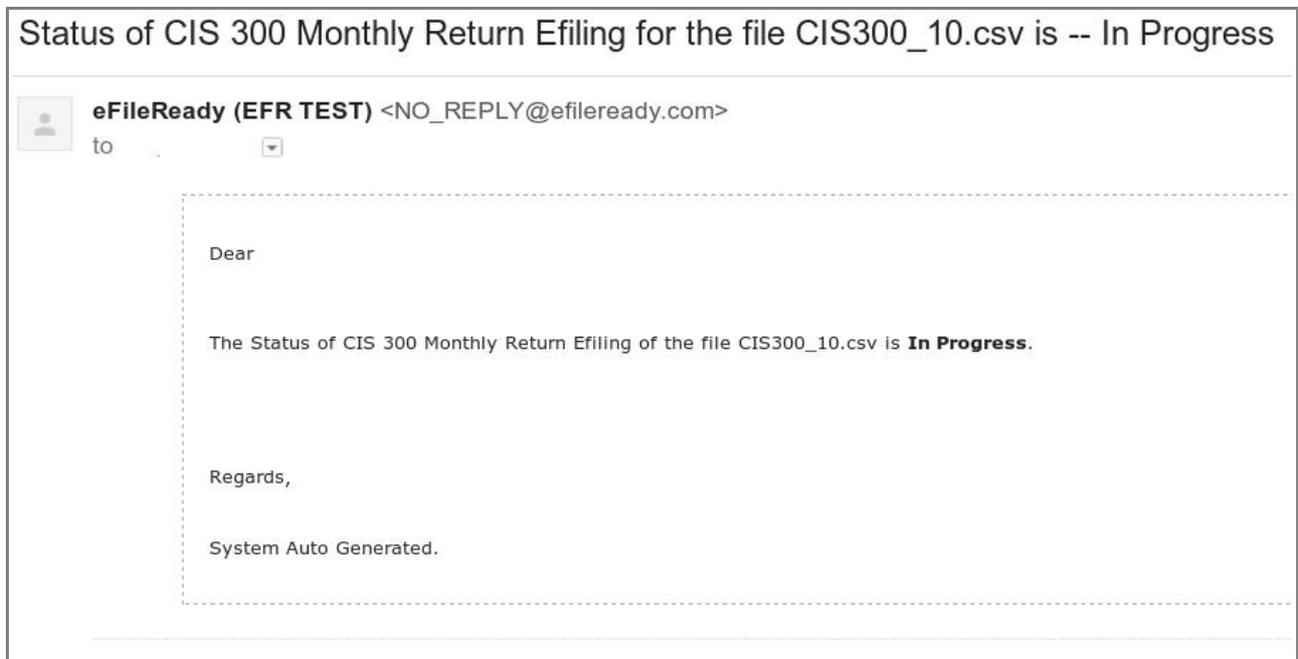


Figure 6.2 CIS eFiling in Progress

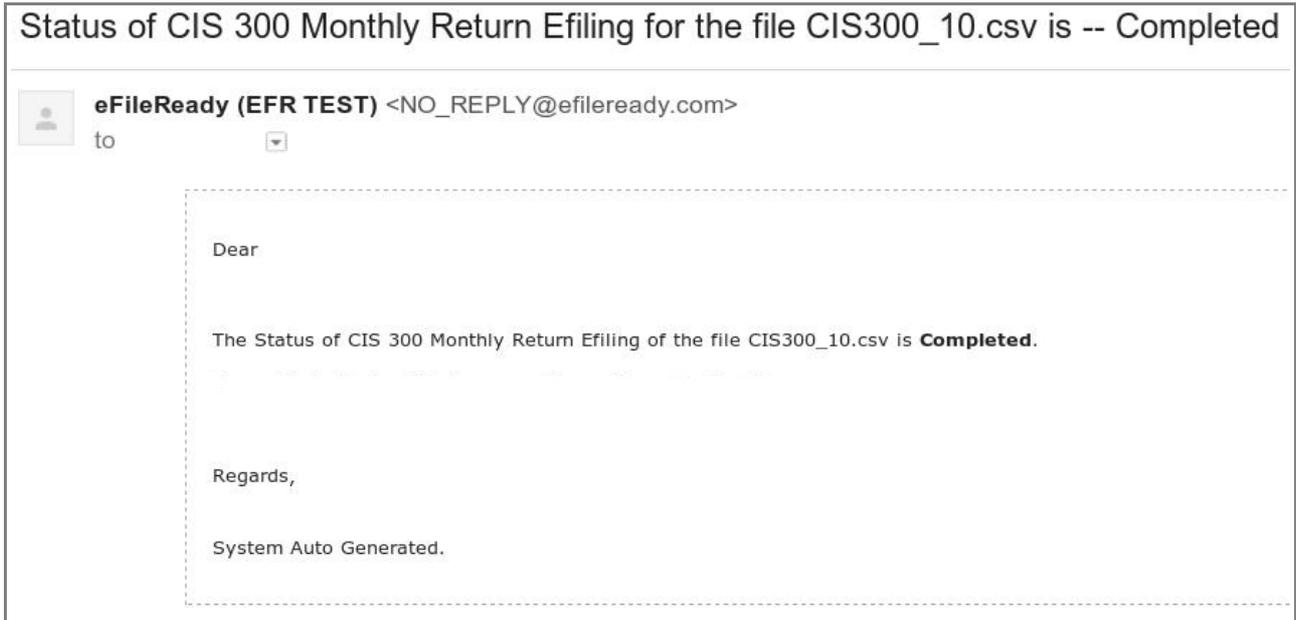


Figure 6.3 CIS eFiling Completed

7. 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 06/09/2023. 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."
}
```

8. 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 06/09/2023. The associated IRmark was:
UVNYRCF2ICIKNFHVEPYISFX26ZT4EDKGP. 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"
  }
]
}
}
```