

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

**User Guidance**



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## About this Guidance

This guidance provides a detailed procedure about how to create SFTP account in Efileready SFTP server, upload files to Efileready SFTP location and harness the HMRC Efiling capabilities of Efileready.

## 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, and want to use the SFTP services provided by Efileready. Users will be allowed to create their Efileready SFTP account. Further they can drop e-filing data files. 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.. After the SFTP account is created in Efileready SFTP server, the user can have a SFEfileready 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 setup SFTP within their account by giving the Third-party SFTP details . This means you 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 .

## Pre-requisites

- To use Efileready SFTP services you must have an account in Efileready. You must sign up with Efileready and follow due procedure to complete the activation process and the Signin process.
- Further, to efile data to HMRC, you must enter the E-filing credentials in the 'E-filing Credentials Setup' section of your

Efileready account.

## 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 into the 'Employer Details' page. Click on the Link 'Other SFTP SETUP > CIS' link

The screenshot shows the 'SFTP Details' and 'Contact Details' sections of a web form. The 'SFTP Details' section contains the following fields:

- SFTP Server Hostname / IP \*
- SFTP Login User ID \*
- Input Folder Name \*
- Output Folder Name \*
- SFTP Login Password \* (with a help icon)
- Re-enter SFTP Login Password \*

The 'Contact Details' section contains the following fields:

- Contact Person Name
- System Administrator Email
- 1st Operator's Email \* (with a help icon)
- 2nd Operator's Email
- 3rd Operator's Email
- 4th Operator's Email
- 5th Operator's Email
- Contact Tel. No. 1

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) .

Fill in the SFTP Login Password and re-enter the Password for confirmation purpose. 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 a message 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.

### **When will the files be processed**

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, 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, if it is inconvenient for you or the Third-party software to implement "done" File creation along with data file, then you can drop the CSV files alone before 8.00 pm . Efileready will pick them all late evening , and process them. In this scenario, the file processing will not happen instantly , but will happen at a fixed time in the evening.

## CIS Test sample Email screenshots

Status of CIS 300 Monthly Return Efiling for the file CIS300\_10.csv is -- Initiated

---

 **eFileReady (EFR TEST)** <NO\_REPLY@efileready.com>  
to 

Dear

The Status of CIS 300 Monthly Return Efiling of the file CIS300\_10.csv is **Initiated**.



Please find attached file for more information regarding the same.

Regards,

System Auto Generated.

Status of CIS 300 Monthly Return Efiling for the file CIS300\_10.csv is -- In Progress

---

 **eFileReady (EFR TEST)** <NO\_REPLY@efileready.com>  
to 

Dear

The Status of CIS 300 Monthly Return Efiling of the file CIS300\_10.csv is **In Progress**.

Please find attached file for more information regarding the same.

Regards,

System Auto Generated.



## Status of CIS 300 Monthly Return Efiling for the file CIS300\_10.csv is -- Completed

---



**eFileReady (EFR TEST)** <NO\_REPLY@efileready.com>

to



Dear

The Status of CIS 300 Monthly Return Efiling of the file CIS300\_10.csv is **Completed**.

Please find attached file for more information regarding the same.

Regards,

System Auto Generated.

## 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: 3AOOWP2STBUH4JHURJ3NU5PH27DHCV2H. 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."
}
```

## 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: UVNYRCF2ICIKNFHVEPYSEFX26ZT4EDKGP. 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"
}
]
}
}
```