

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.

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 .

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.

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 a web application interface for SFTP setup. At the top, there is a purple navigation bar with the following items: 'Employer / Contractor', 'Download Spreadsheet', 'Upload Data', 'E-Filing', 'DPS', 'Reports', and 'Others'. Below the navigation bar, the main content area is divided into two sections. The first section is titled 'SFTP Details' and contains six input fields, each with a red asterisk indicating it is required: 'SFTP Server Hostname / IP', 'SFTP Login User ID', 'Input Folder Name', 'Output Folder Name', 'SFTP Login Password', and 'Re-enter SFTP Login Password'. A small orange question mark icon is located to the right of the 'SFTP Login Password' field. The second section is titled 'Contact Details' and contains several input fields: 'Contact Person Name', 'System Administrator Email', and five 'Operator's Email' fields (1st to 5th). A small orange question mark icon is also present to the right of the '1st Operator's Email' field. At the bottom of the 'Contact Details' section, there is a label 'Contact Tel. No. 1' without an input field.

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 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.

When will the files be processed

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

- 1) "Done" file strategy
- 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.

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.

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: UVNYRCF2ICIKNFHVEPYSFX26ZT4EDKGP. 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"
}
]
}
}
```