

ENXENDRA

SFTP connection. Handbook
on How to upload files to
Filezilla.

February, 2018

SFTP CONNECTION

In order to use the sFTP connection from your computer, you will need to download a cross-platform FTP application.

In Enxendra, we commonly work with Filezilla which is a free software available for Windows, Linux and macOS. Filezilla consists of Filezilla Client and Filezilla Server. For this purpose, you can download the Filezilla Client version.

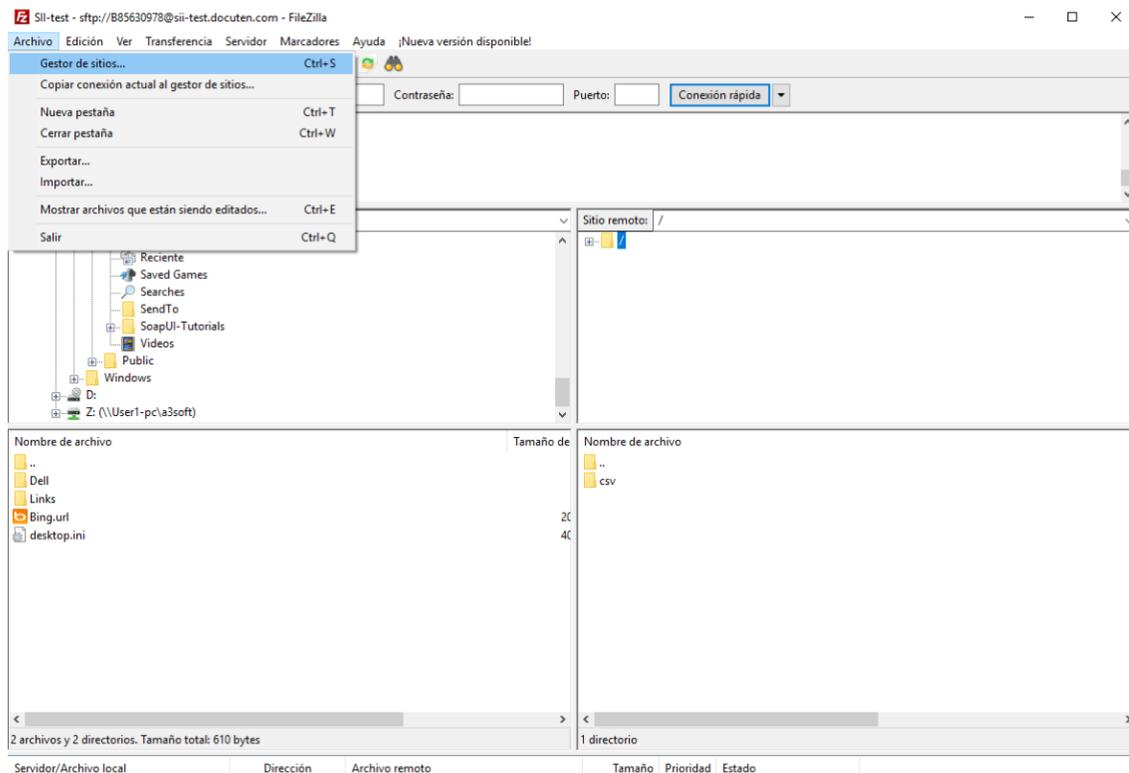
Filezilla Client supports FTP, SFTP and FTPS.

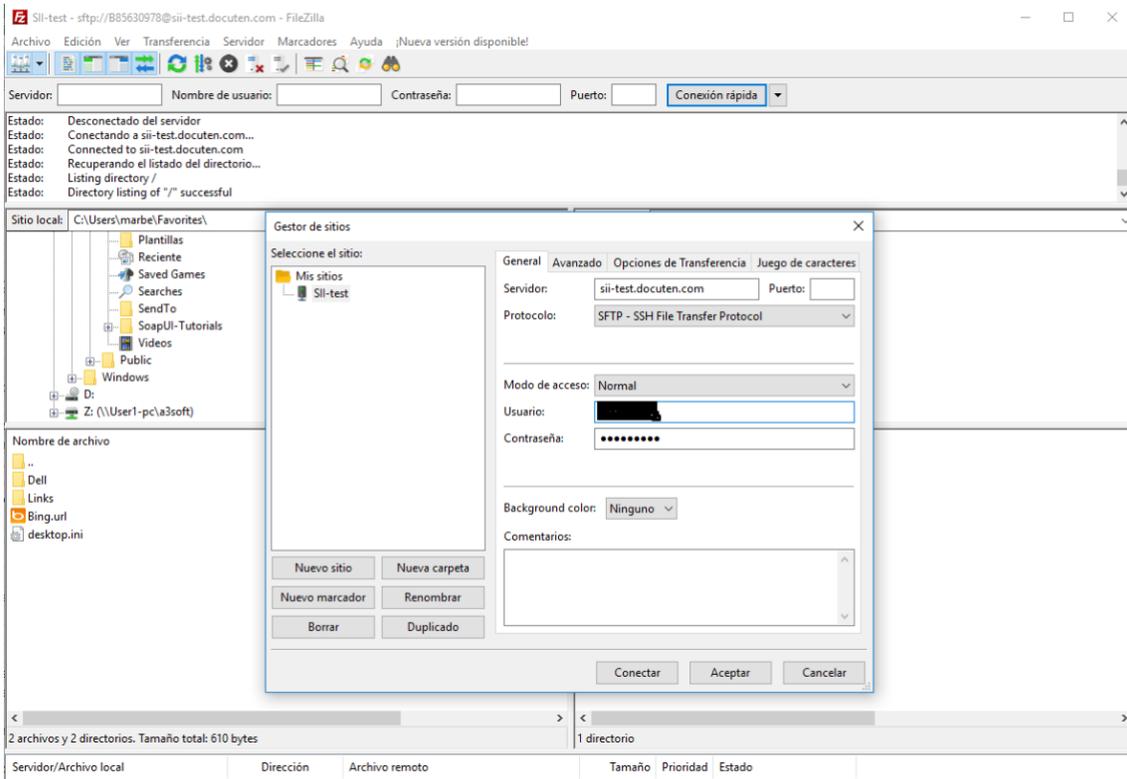
How to use a sFTP platform:

*Filezilla based handbook

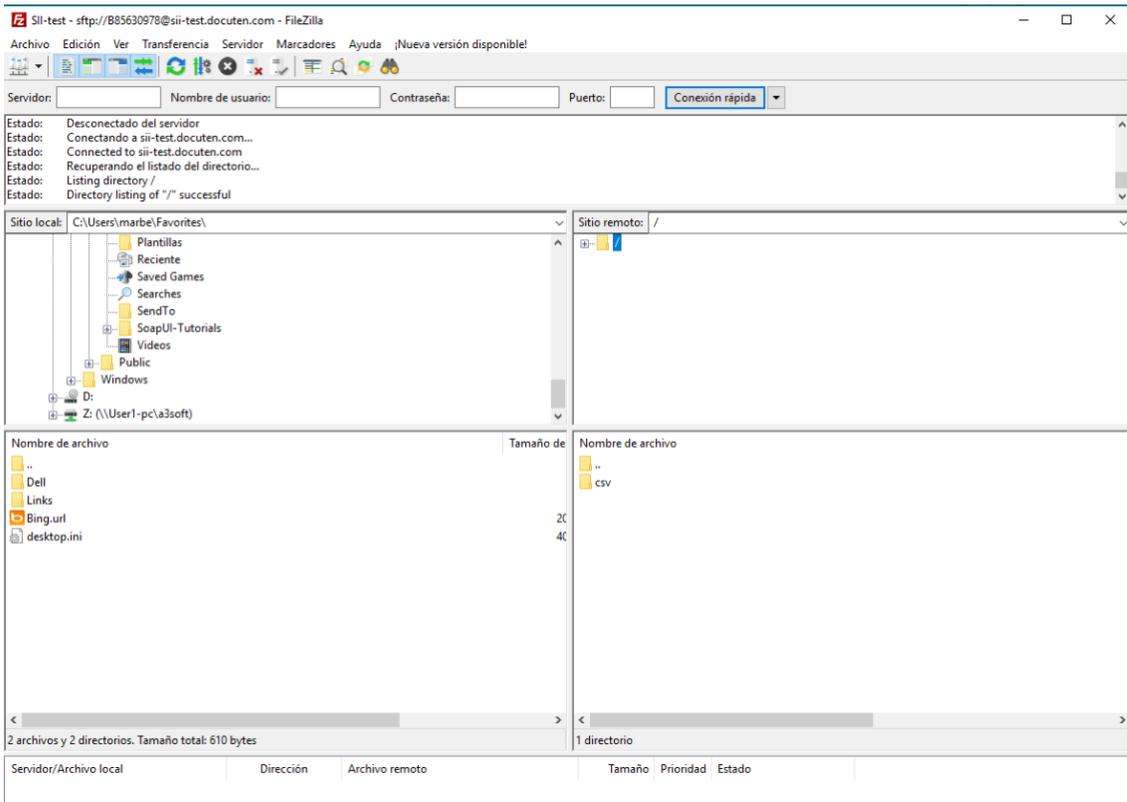
1. Create a Site :

- Access Ctrl+S or Site Manager
- Set up Site Details:
 - Host: sii-test.docuten.com
 - Protocol: sFTP – SSH File Transfer
 - Logon Type : normal
 - User : T.I.N. of the company
 - Password: *use the password that has previsouly been given to you





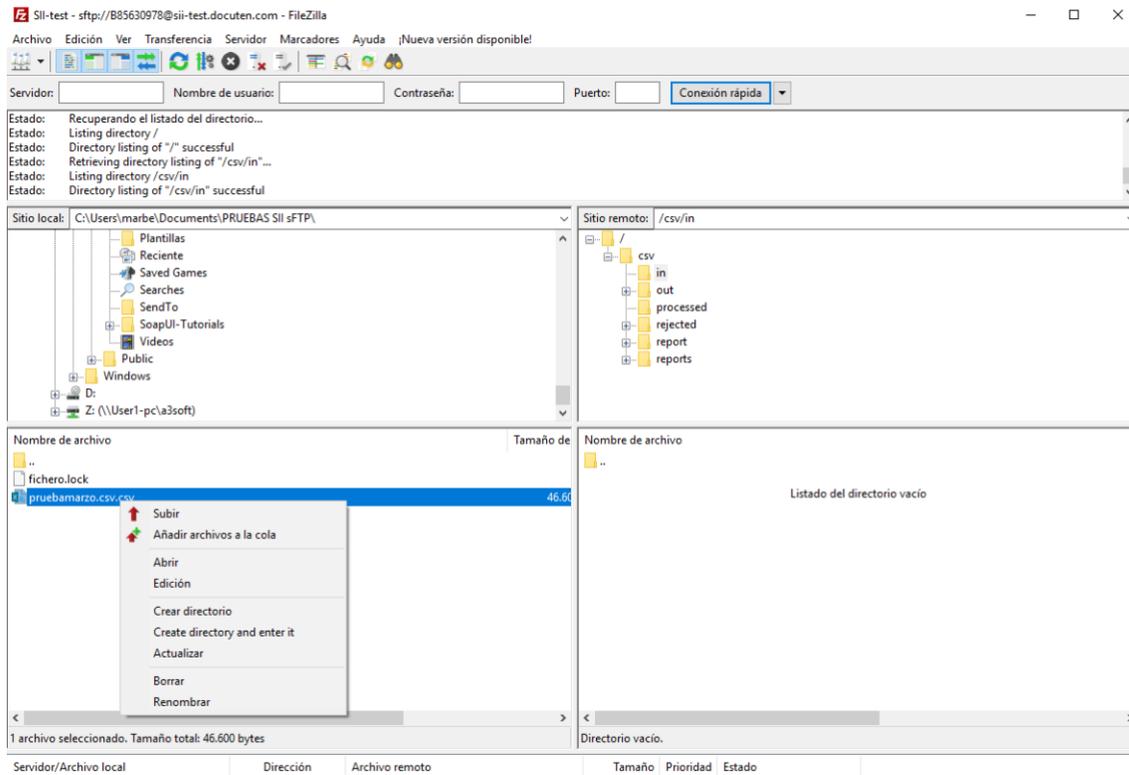
2. Access to your files from the server :



Once you have accessed to your site, you will find the current available folders on your right side, where it says “Remote Site”. There you will be able to see different folders with the “+” symbol.

When selecting the “+” icon of the folders, detail folders will show.

3. Uploading files onto the csv folder, “in” subsection:

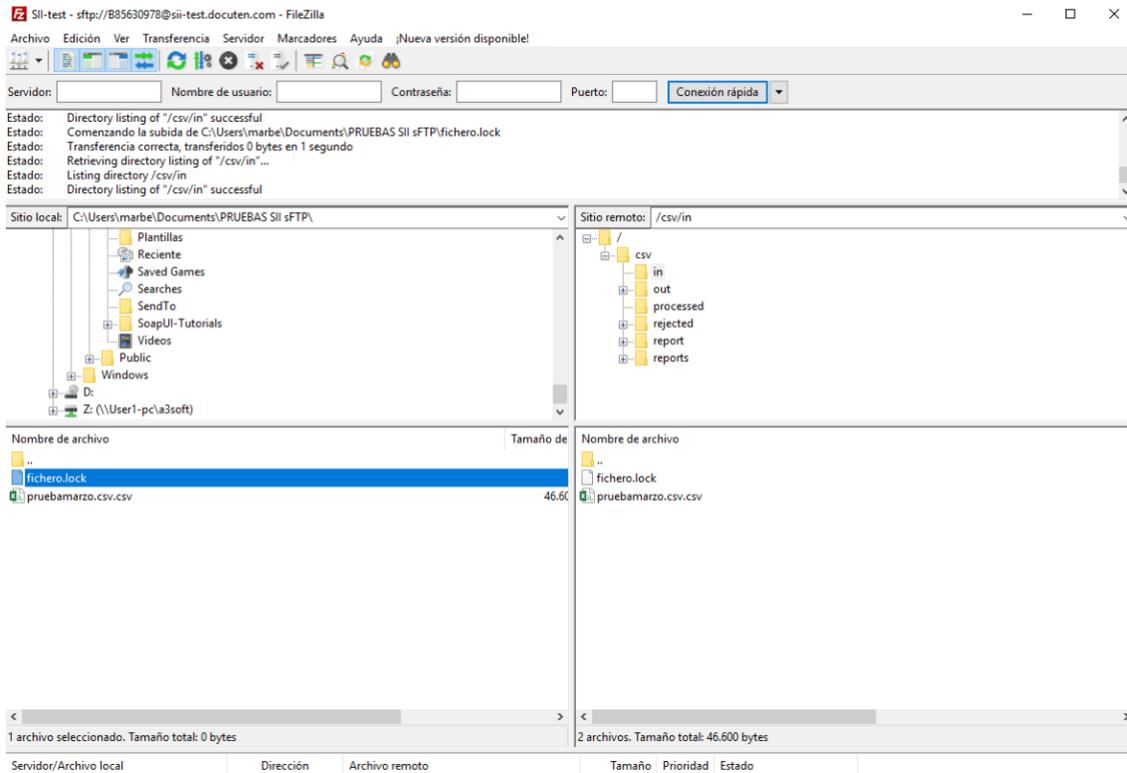


You must be inside the folder **in** and select the file or files that you want to upload from the menu on your right. (The name must not contain any spaces and the file extension has to be .csv).

Once you have localized the file or files that need to be upload, click on the secondary button and select upload.

Whenever all the files have been uploaded, you will need to add a CSV control file with the .lock extension.

4. Display of the files that have been already uploaded.



Once the shipment of the files have been processed, you will be able to find the report files within a couple minutes of the delivery the files.

There will be located **inside the out and the report folders** with the reply documents.

Remember that you must check all the documents placed inside the report folder.

- The file with the **.csv extension** will display all the files that have been correctly processed and sent to the Spanish Tax Agency. Inside this file, you can check which documents are correct and which are incorrect.
- The file **without the .csv extension** has in it every record that hasn't been processed and therefore, hasn't been sent to the Spanish Tax Agency system due to format error or other major mistakes.