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**Job Aid for:**  
**Secure File Transfer Service (SFTS)**

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<b>Document Updates</b>		
<b>Date</b>	<b>Description</b>	<b>Version</b>
11.10.2011	Job Aid Secure File Transfer	1.0
04.12.2015	Revised Version – Incorporates changes related to MCR 1150	1.1
05.08.2016	Revised Version – Incorporates changes related to MCR 1111 and MCR 1133	1.2
19.05.2021	Revised version – incorporates migration to new SFTS application	2.0
21.04.2022	Revised version – incorporates automated option	2.1
29.06.2022	Revised version – incorporates changes required for Interim Retail Market Microgeneration Solution (MCR1213).	2.2

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# 1 Relevant Market Change Requests

## 1.1 General Information

The Secure File Transfer Service is used for both inbound files (from ESB) and outbound files (to ESB) between Market Participants and ESB Networks.

Inbound Files (from ESB) can be downloaded either automatically or manually by Market Participants

The Secure File Transfer Service is currently used for the following services:

MCR 179 – Downloadable Files (inbound only)

MCR 1133 – Working Practice 23 Group Unmetered Debt Flagging (inbound & outbound)

MCR 1064 – Working Practice 19 Prepayment Meters (inbound & outbound)

MCR 1150 – Providing DUoS Billing Information (inbound only)

MPD 04 – Supplier of Last Resort (inbound & outbound)

MCR1213 - Interim Retail Market Microgeneration Solution inbound (from ESB) – rationale set out in MCR

WP0031 – Interim Retail Market Microgeneration Solution inbound (from ESB)

The details of individual MCRs and the Working Practices can be found can be found on the RMDS website.

MCRs [here](http://rmdservice.com/market-change-requests/) – (http://rmdservice.com/market-change-requests/)

Working Practices [here](http://rmdservice.com/working-practices-2/) – (http://rmdservice.com/working-practices-2/)

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## 2 File Access

### 2.1 Requesting Access to the Secure File Transfer Service

Access to the Secure File Transfer Service can be requested by Market Participants by contacting RMDS at [rmds@esb.ie](mailto:rmds@esb.ie)

Requests to access the Secure File Transfer Service require the following:

A completed Access Agreement

A valid email address for each user account

A list of which services need to be accessible for each user account

The public IP address from which they will be accessing the Secure File Transfer Service

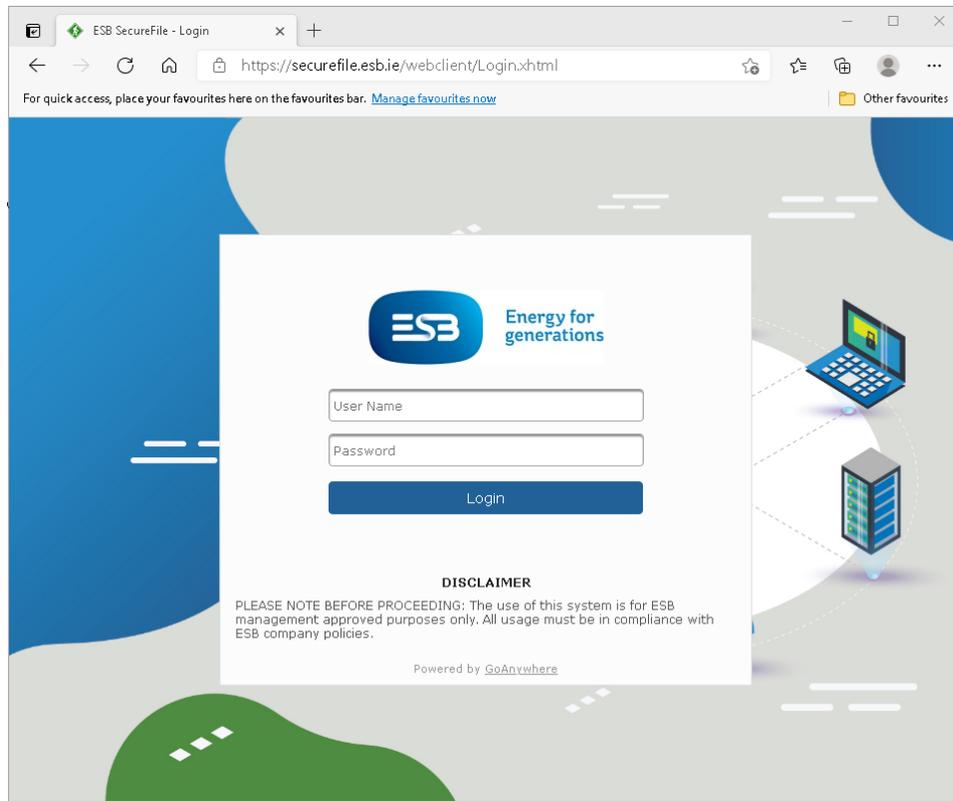
Once registration is complete the requester will receive correspondence advising that their account has been set up along with credentials for initial login and a link to the Secure File Transfer Service.

### 2.2 Initial Access

User shall navigate to <https://securefile.esb.ie> where they will be able to enter:

USERNAME:

PASSWORD:



Upon entering these credentials correctly, you will be asked to change your password to a new one. The login requires a strong password containing upper case, lower case and numeric characters.

Please note, if multiple email addresses have been supplied by a Market Participant, you will require multiple usernames and passwords. That is, each email account requires an individual username and password.

### 2.3 Ongoing Access

Once you have set up your account for the first time (see 2.2), you will use these credentials for all subsequent access to files.

### 2.4 File Naming Convention for uploads

Debt Flagging naming convention for file must be "UMNDEBTFLAG\_yyyymmdd.csv".

Prepayment naming convention for file is suggested to be "ppxxx -yyymmdd.csv". where

pp = Supplier prefix [e.g. AT, BG, EI, PW]

xxx = file number [e.g. 0001]

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yyyymmdd = year month day [e.g. 20111003]

## 2.5 Automated Option within Secure File Transfer Service

The automated option within GoAnywhere will enable the Market Participant to automatically access and download their files in the SFTS to a storage location of their choosing. This is done via a 3<sup>rd</sup> party SFTS client. ESB enables this functionality by opening port 22, which allows MPs to use the automated functionality within GoAnywhere. ESB only provides access via SFTP. ESB does not support any 3<sup>rd</sup> party clients.

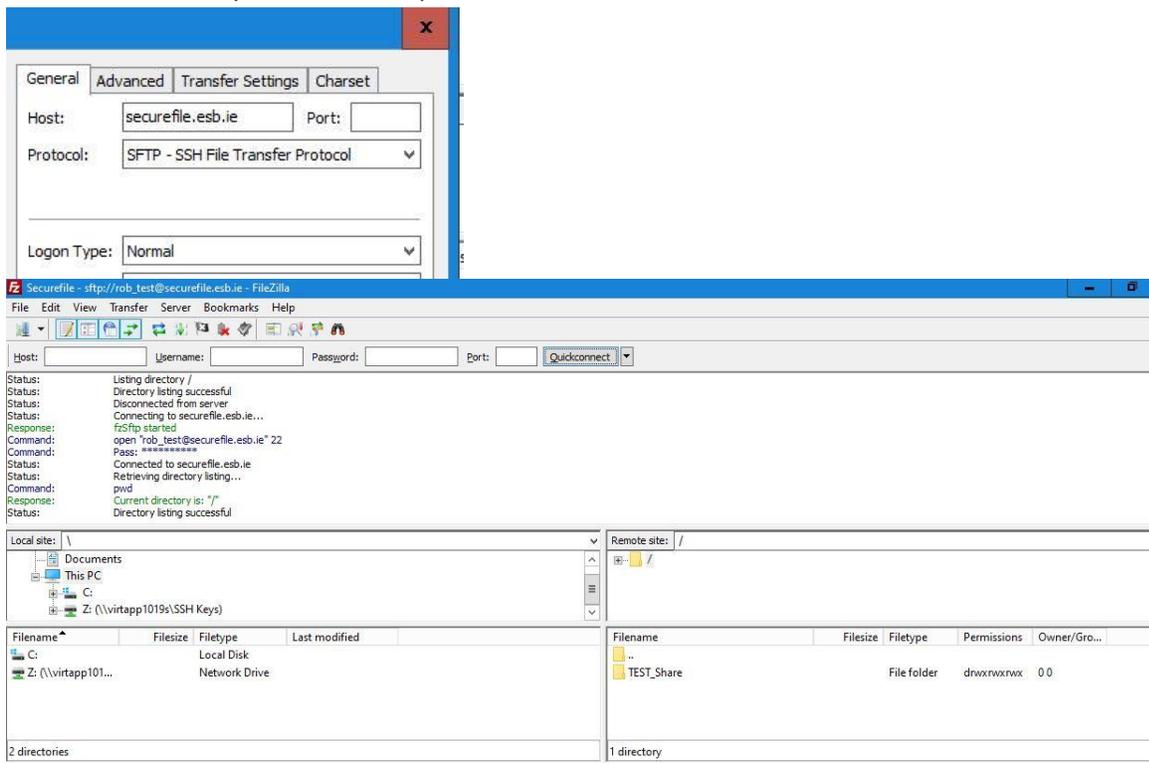
Requests to enable the automated option within the Secure File Transfer Service can be requested by Market Participants by contacting RMDs at [rmds@esb.ie](mailto:rmds@esb.ie) Requests to enable the automated option require the following:

- A valid email address for each user account
- The public IP address from which they will be accessing the Secure File Transfer Service

Once the request to enable automated option is complete the requester will receive correspondence advising that the port is open and that their account has been set up with automated option functionality.

Once a supplier's request has been actioned and the functionality for the automated option enabled, it will be enabled for all services for that supplier.

Below is an example of how it is set up in Filezilla, other third party SFTP clients will look different, but the configuration should be the same. Note: ESNB is not responsible for the third party SFTP clients used by Market Participants.

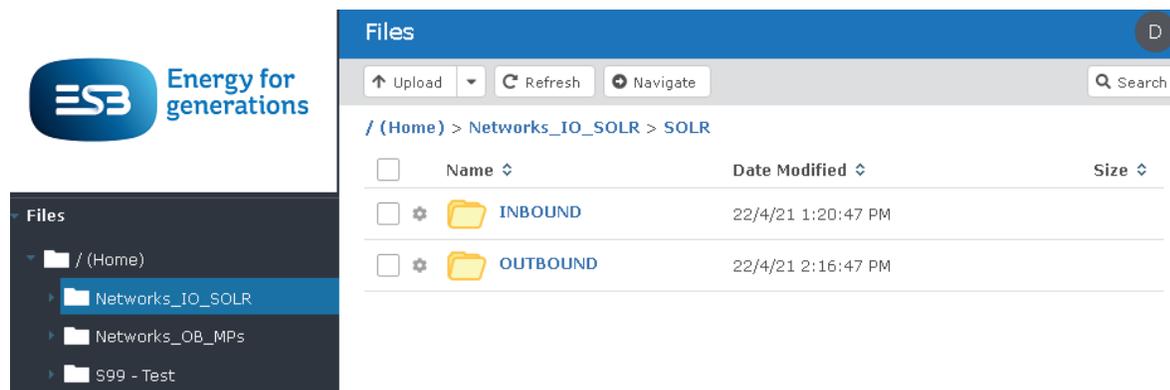


### 3 Instructions for using Secure File Transfer Service

#### 3.1 Uploading Files to Secure File Transfer Service

1. Navigate to <https://securefile.esb.ie>
2. You will be asked to enter and confirm your username and password.
3. The layout of the screen shows a folder for each service. Users will only see the services they are registered for – see list of possible services below (not all of these services are both Inbound and Outbound):
  - Downloadable Meter Point file service is labelled “Networks\_OB\_MPs”
  - Debt Flagging service is labelled “Networks\_IO\_DebtFlag”
  - Prepayment service is labelled “Networks\_IO\_PrePay”
  - DUoS Billing service is labelled “SXX – <Supplier Name>”
  - Supplier of Last Resort service is labelled “Networks\_IO\_SOLR”
  - The Interim Retail Market Microgeneration Solution is labelled “Microgen”

Please note the Supplier of Last Resort SFTS is only available to the SOLR Market Participant



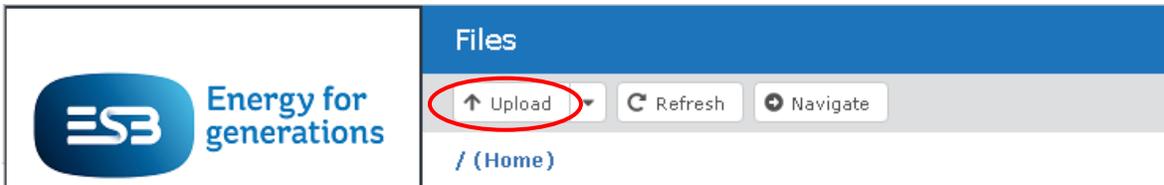
4. Select the appropriate service from the left-hand side menu. Select the relevant folder (e.g. Outbound) within the service and then select 'Upload'.

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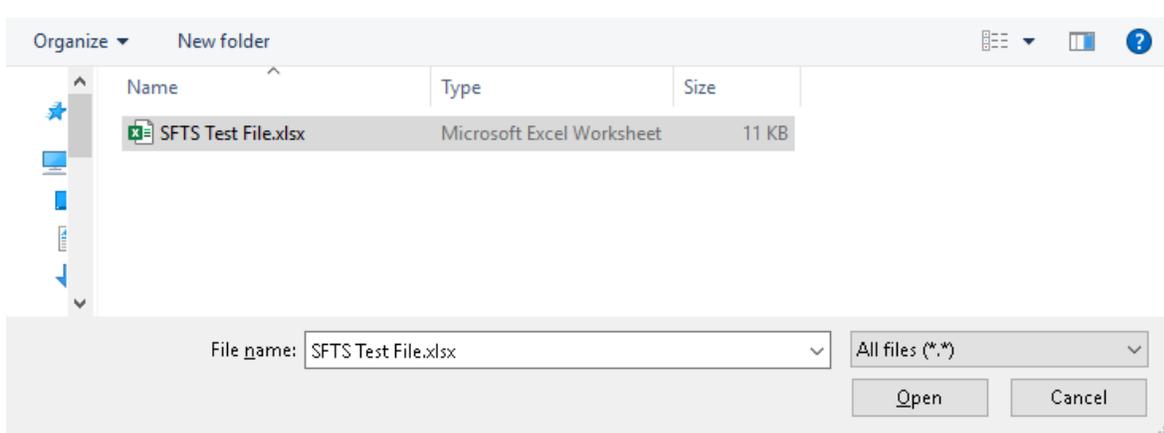
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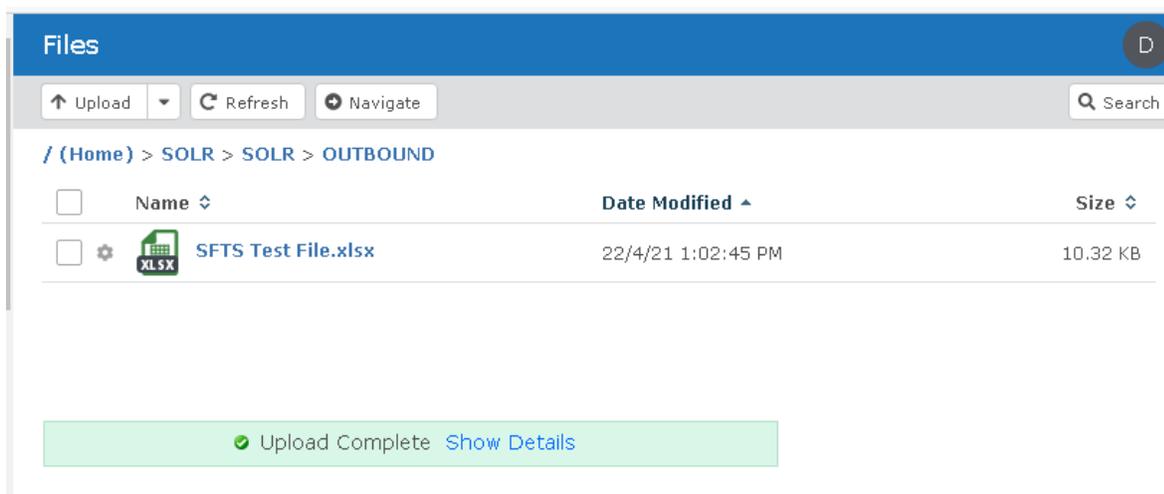
Please note:

- naming convention for file suggestions in previous section

6. Select file to be uploaded from your local storage and select 'Open'.



7. Once the file has been uploaded successfully, an 'Upload Complete' message will be displayed and the file will appear in the selected folder.



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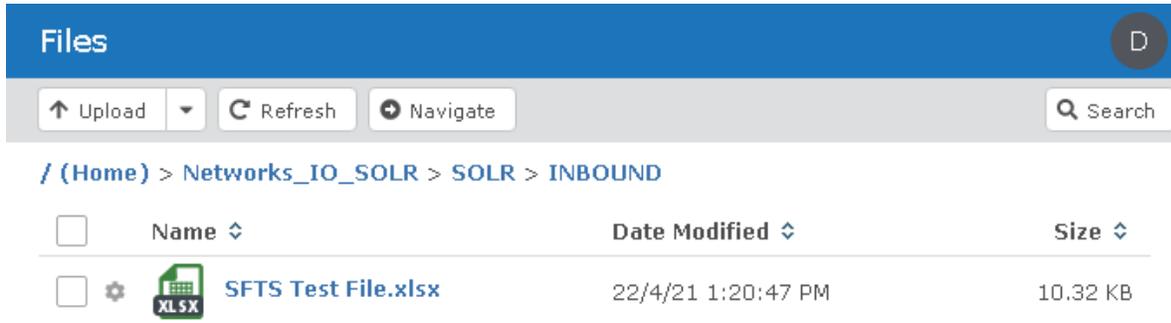
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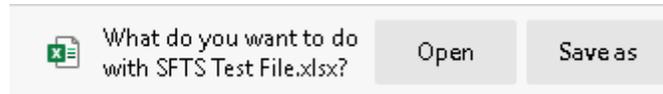
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### 3.2 Accessing Files from Secure File Transfer Service

1. Navigate to <https://securefile.esb.ie> and login as described above. Select the appropriate service from the left-hand side menu. Select the relevant folder (e.g. Inbound). Click on the file you wish to download.



2. Once you click on the relevant file, it will be downloaded to your device and your browser will prompt you to 'Open' or 'Save As'.



3. Open the file or Save into your designated destination folder.

### 3.3 Accessing Files from DUoS Billing & Income

Refer to SFTS Supplier Login User Guide which can be requested from DUoS Billing & Income ESB Networks - [duosbilling.esbnetworks@esb.ie](mailto:duosbilling.esbnetworks@esb.ie)

## 4 Management of Files

Market Participants are advised to move all files into their local drive for file storage and management. File retention periods are as follows:

Downloadable Meter Points – current months files and previous months files

Debt Flagging – minimum of 14 days

Prepayment – minimum of 14 days

DUoS Billing – minimum of 14 days

Supplier of Last Resort – minimum of 14 days

Interim Retail Market Microgeneration Solution – minimum of 30 days

## 5 Support for File Access and Download

### Downloadable Meter Points:

If you encounter any issues with accessing files, please contact RMDS at [RMDS@esb.ie](mailto:RMDS@esb.ie)

If you have forgotten password or username, please contact RMDS at [RMDS@esb.ie](mailto:RMDS@esb.ie)

### Debt Flagging:

If you encounter any issues with uploading or accessing files please contact MRSO at [mrso@esb.ie](mailto:mrso@esb.ie)

If you have forgotten password or username, please contact RMDS at [RMDS@esb.ie](mailto:RMDS@esb.ie)

### Prepayment:

If you encounter any issues with uploading or accessing files please contact KMS at [keypadmanagement@esb.ie](mailto:keypadmanagement@esb.ie)

If you have forgotten password or username, please contact KMS at [keypadmanagement@esb.ie](mailto:keypadmanagement@esb.ie)

### DUoS Billing Information:

If you encounter any issues with accessing files please contact [duosbilling.esbnetworks@esb.ie](mailto:duosbilling.esbnetworks@esb.ie)

If you have forgotten password or username, please contact [duosbilling.esbnetworks@esb.ie](mailto:duosbilling.esbnetworks@esb.ie)

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**Supplier of Last Resort:**

- If you encounter any issues with uploading or accessing files please contact MRSO at [mrso@esb.ie](mailto:mrso@esb.ie)
- If you have forgotten password or username, please contact RMDS at [RMDS@esb.ie](mailto:RMDS@esb.ie)

**Interim Retail Market Microgeneration Solution:**

- If you encounter any issues with accessing files please contact MRSO at [mrso@esb.ie](mailto:mrso@esb.ie)
- If you have forgotten password or username, please contact RMDS at [RMDS@esb.ie](mailto:RMDS@esb.ie)

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