



Job Aid for:

Secure File Transfer Service (SFTS)

Version: 2.2

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Docu	Document Updates					
Date	Description	Version				
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 <u>here</u> – (http://rmdservice.com/market-change-requests/)

Working Practices <u>here</u> – (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 <u>rmds@esb.ie</u>

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

USERNAME:

PASSWORD:

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🕑 🚸 ESB SecureFile - Login	× +			-		×
\leftarrow \rightarrow C \textcircled{a}	https://securefile.esb.ie/webclient/Login.xhtml	٢ô	5∕≡	Ē		
For quick access, place your favourites	here on the favourites bar. Manage favourites now				Other favo	ourites
	User Name Password Login					
	DISCLAIMER PLEASE NOTE BEFORE PROCEEDING: The use of this system is for ESB management approved purposes only. All usage must be in compliance with ESB company policies. Powered by <u>GoAnvwhere</u>					

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 "ppxxxx -yyyymmdd.csv". where

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

xxxx = 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 3rd 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 3rd party clients.

Requests to enable the automated option within the Secure File Transfer Service can be requested by Market Participants by contacting RMDS at <u>rmds@esb.ie</u>Requests to enable the automated option require the following:

- o 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: ESBN is not responsible for the third party SFTP clients used by Market Participants.

			x							
General Adv	vanced Transfer Setting	s Charset								
Host:	securefile.esb.ie	Port:		-						
Protocol:	SFTP - SSH File Transfer	Protocol	~							
Logon Type:	Normal		J							
5 Securefile - sftp://i File Edit View Tr	ob_test@securefile.esb.ie - FileZilla ansfer Server Bookmarks Help	9		2						- 0
1 - 1000	a 🗐 🕸 🖉 🖓 🕼	n 😤 🕅								
Host:	Username:	Password:		Port:	Quickconnec	t 🔽				
itatus: E itatus: E itatus: C Status: C Command: C Status: C Status: C Status: F Command: p Response: C Status: E	sang anector y rectory lating successful isconnectad from server isonnecting to securefile.esb.ie STp started por hot_securefile.esb.ie isonnectad to securefile.esb.ie deriving directory listing wd urrent directory listing iurrent directory listing									
Local site: \					~	Remote site: /				
— ∰ Document	s tapp1019s\SSH Keys)				< III >	·				
Filename [*]	Filesize Filetype	Last modified				Filename	Filesize	Filetype	Permissions	Owner/Gro
" C: ┳ Z: (\\virtapp101	Local Disk Network Drive					EST_Share		File folder	drwxrwxrwx	0.0
2 directories						1 directory				

3 Instructions for using Secure File Transfer Service

3.1 Uploading Files to Secure File Transfer Service

- 1. Navigate to <u>https://securefile.esb.ie</u>
- 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"
 - o 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

	Files		D		
Energy for	↑ Upload 👻 C Refresh O Navigate		Q Search		
generations	/ (Home) > Networks_IO_SOLR > SOLR				
	□ Name ≎	Date Modified \$	Size 🗘		
- Files	🗌 🏟 🛅 INBOUND	22/4/21 1:20:47 PM			
(Home)		22/4/21 2:16:47 PM			
Networks_IO_SOLR					
Networks_OB_MPs					
> 🗖 S99 - Test					

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

	Files
Energy for	← Upload ← C Refresh O Navigate
generations	/ (Home)

Please note:

- naming convention for file suggestions in previous section
- 6. Select file to be uploaded from your local storage and select 'Open'.

Organize	 New folder 			· · ·	· 🔳 🕐
*	Name	Туре	Size		
~	SFTS Test File.xlsx	Microsoft Excel Worksheet	11 KB		
-					
٦.					
·	File name: SETS Tes	t File.xlsx	~	All files (*.*)	~
				Open	Cancel
				<u>p</u> sn	

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

Files			D
↑ Uploa	d 👻 C Refresh 💿 Navigate		Q Search
/ (Home	e) > SOLR > SOLR > OUTBOUND		
	Name 🗘	Date Modified 🔺	Size ≎
•	SFTS Test File.xlsx	22/4/21 1:02:45 PM	10.32 KB
_			
	Upload Complete	Show Details	
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3.2 Accessing Files from Secure File Transfer Service

1. Navigate to <u>https://securefile.esb.ie</u> 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.

Files		D
↑ Upload ▼ C Refresh O Navigate		Q Search
/ (Home) > Networks_IO_SOLR > SOLR > IN	BOUND	
□ Name ≎	Date Modified 🗘	Size ≎
SFTS Test File.xlsx	22/4/21 1:20:47 PM	10.32 KB

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'.

×	What do you want to do with SFTS Test File.xlsx?	Open	Saveas
	with SFIS lest file,xisx?		

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 - <u>duosbilling.esbnetworks@esb.ie</u>

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

If you have forgotten password or username, please contact RMDS at RMDS@esb.ie

Debt Flagging:

If you encounter any issues with uploading or accessing files please contact MRSO at

mrso@esb.ie

If you have forgotten password or username, please contact RMDS at RMDS@esb.ie

Prepayment:

If you encounter any issues with uploading or accessing files please contact KMS at

keypadmanagement@esb.ie

If you have forgotten password or username, please contact KMS at

keypadmanagement@esb.ie

DUoS Billing Information:

If you encounter any issues with accessing files please contact <u>duosbilling.esbnetworks@esb.ie</u>

If you have forgotten password or username, please contact 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 <u>mrso@esb.ie</u>
- If you have forgotten password or username, please contact RMDS at <u>RMDS@esb.ie</u>

Interim Retail Market Microgeneration Solution:

- If you encounter any issues with accessing files please contact MRSO at mrso@esb.ie
- If you have forgotten password or username, please contact RMDS at <u>RMDS@esb.ie</u>

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