Setup FTP Server

5 steps to secure access to the clearing house

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1 Preface

You have provided us with a correct interface test file. You have thus fulfilled the prerequisite for using the CSV interface. With this document we would now like to make it easier for you to set up the FTPS access for file transfer. Simply follow the 5 steps below to set up secure access to the clearing house.

In order to transfer the created CSV files to our FTPS server, it is necessary to use an FTPS tool. In these instructions, we use the free and widely used FTPS programme FileZilla. However, you can of course also use any other FTPS programme such as WinSCP.

In addition to these instructions, you will receive the access data to the FTPS server by e-mail. You can retrieve the password via a link in the e-mail itself.

Please note that this link can only be called up once! So be sure to copy or make a note of this password for the configuration of your FTPS access in the following steps.

1.1 Step 1

Download the FileZilla FTPS programme (current version 3.53.1) free of charge from the Internet and install the programme on the computer from which the transmission is to be made in future.

Simply follow the installation instructions.

1.2 Step 2

Start the FileZilla programme.

Open the Server Manager by clicking on the icon marked in the following figure to set up the FTPS server:

Figure 1: Menu

In the Server Manager, create the access as follows:

First click on **New Server**.

A **New Server** entry appears under **Own Servers**. Please rename it according to your wishes - e.g. **Animal Welfare.**
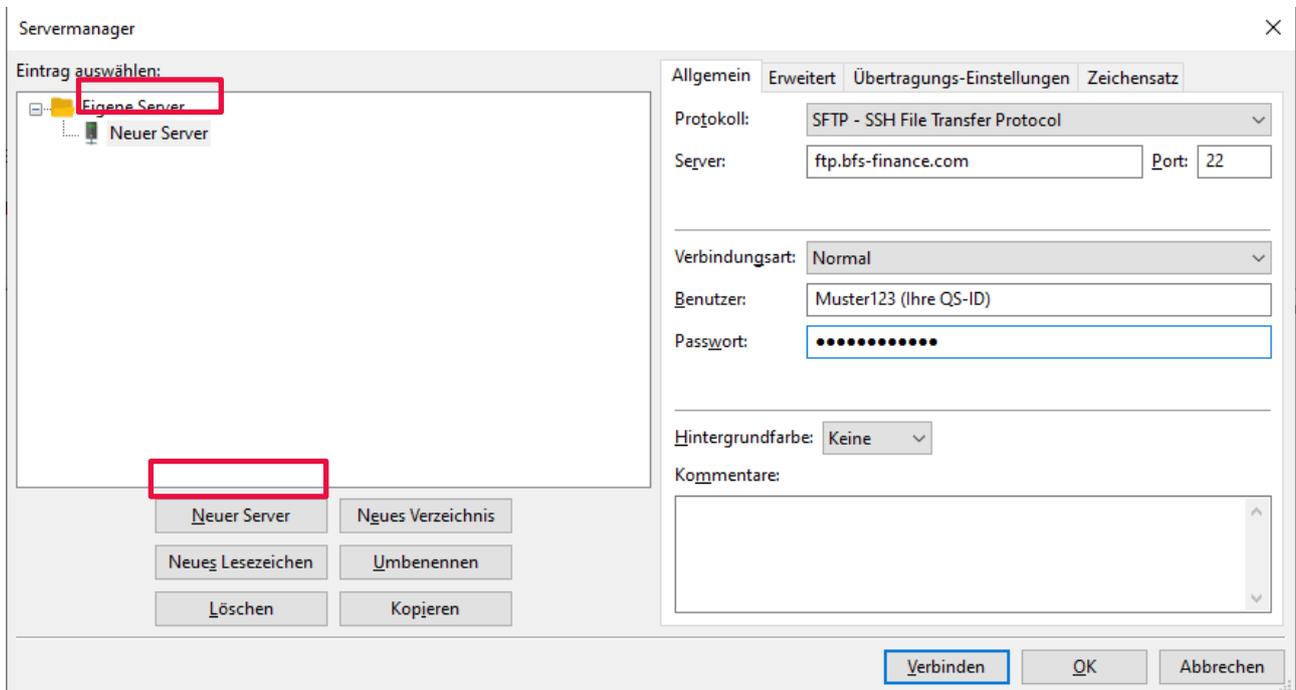

Figure 2: Installation of the server – View 1

1.3 Step 3

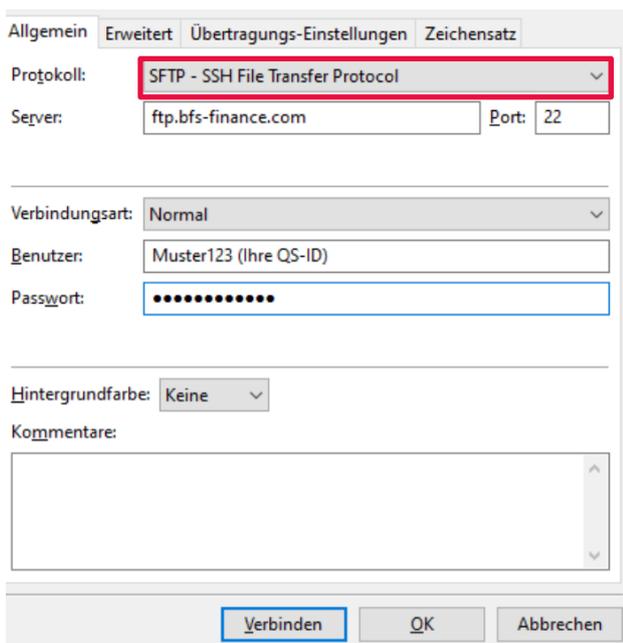Now make the following settings according to the illustration:

Figure 3: Installation of the server – View 2

Server: *ftp.bfs-finance.com*
Protocol: *SFTP – SSH File Transfer Protocol*
Connection type: *Normal*
User: *Your QS-ID*
Password: *Your password according to the Password-Link*
Please leave the other setting options at the default values!

1.4 Step 4

Once you have made the settings, please select **Connect.**
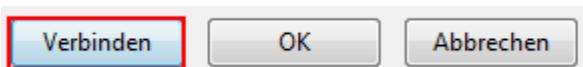

Figure 4: Connect

Depending on the system, you will receive an information message about the certificate exchange when you connect to the FTPS server for the first time.
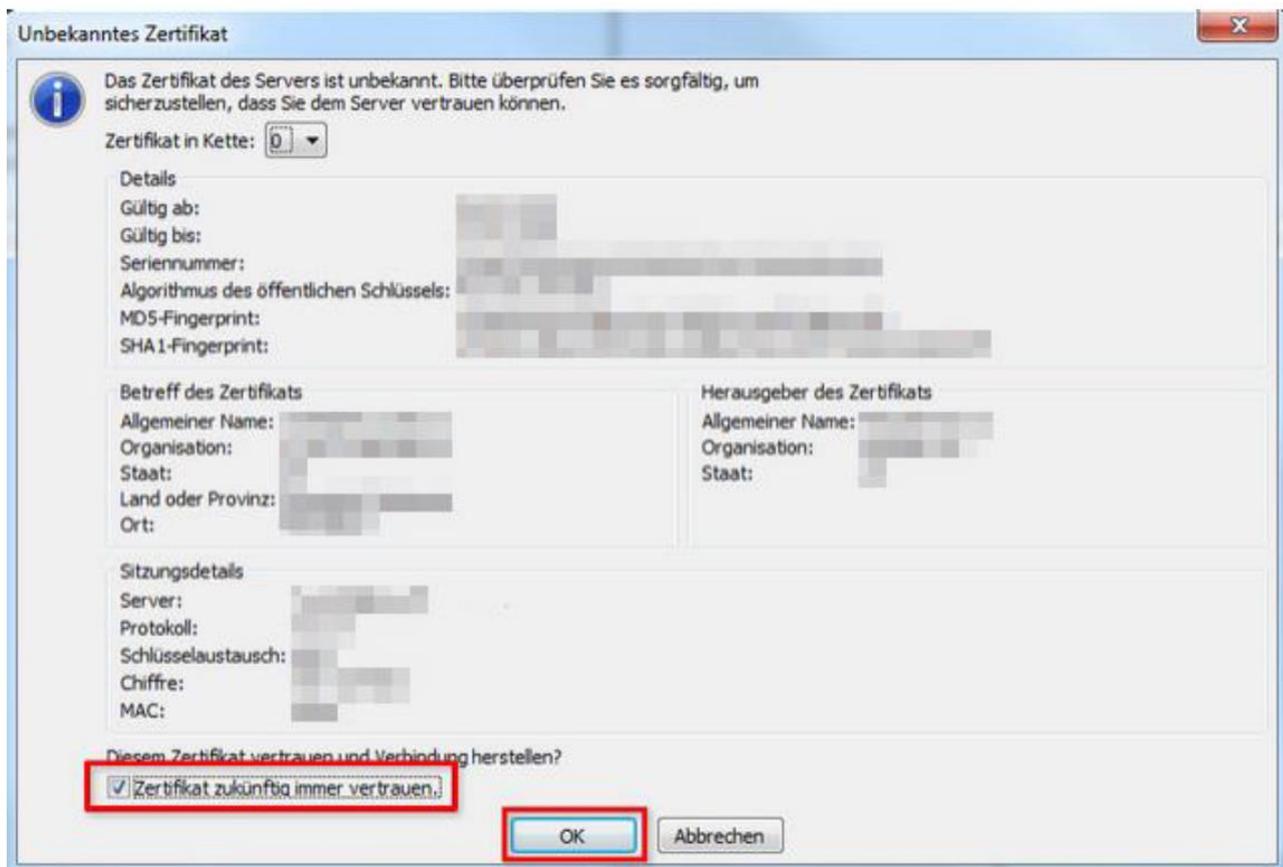

Figure 5: Unknown Certificate

Please select **Always trust certificate** in future and confirm this message with **OK.**

You will then see the folders created in your directory *UP* and *DOWN*.

Dateiname	Dateigröße	Dateityp	Zuletzt geändert	Berechtigu...	Besitzer/Gruppe
..					
UP		Dateiordner	03.06.2020 16:37:27	drwxr-xr-x	4953113175766 1441
DOWN		Dateiordner	03.06.2020 16:37:32	drwxr-xr-x	4953113175766 1441
ARCHIVE		Dateiordner	03.06.2020 16:37:41	drwxr-xr-x	4953113175766 1441

Figure 6: Folder Structure

Congratulations! The FTPS server has been successfully set up!

If you have problems connecting to the FTPS server, please contact us as stated in chapter 2.

1.5 Step 5

In this step we describe the "daily" use of the FTPS server.

If you want to transfer a file to us, open your FTPS programme again (e.g. FileZilla).
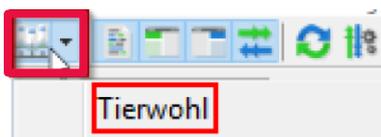

Figure 7: Menu after Installation

In the upper left corner of the window, click on the button highlighted in red in the illustration and select the server created in steps 1-4 with a mouse click.

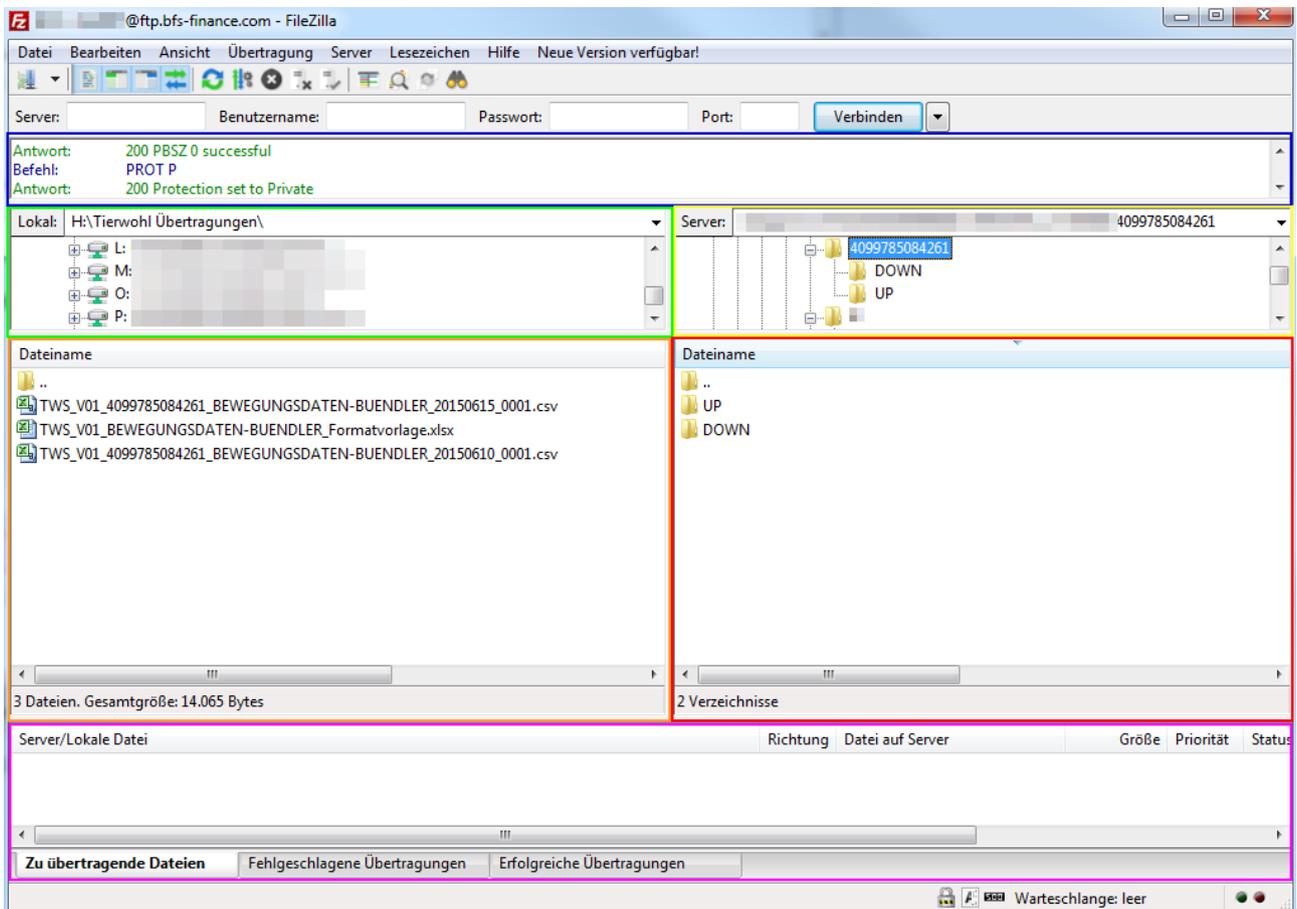The FTPS programme now automatically connects to the server.

Figure 8: Selection area of FileZilla after installation

The window is divided into six sections which we would like to introduce to you briefly:

Blue   Connection log - contains data on logging in, error messages, ...

Green   Local folder structure - shows the hard drives of your computer

Orange   Shows the contents of the folder selected in the green area of your computer.

Yellow   Server folder structure - shows the folder structure of the FTPS server

Red   Shows the **UP** and **DOWN** folders relevant for the transmission

Purple   Transmission log - Shows the transmissions divided into "in progress" - "failed" and "successful".

If you want to transfer a file to us, select the hard disk on which the file is stored in the green area. file is stored. In the orange area, select the corresponding folder.(Note: FileZilla remembers the folder you last accessed - so you do not have to select this folder again).

In the red area, please select the UP folder by double-clicking. Then select the file you want to transfer to us with the left mouse button - keep the mouse button pressed and drag the file into the area marked red in the illustration below. Release the left mouse button when the mouse pointer is in the area marked red.

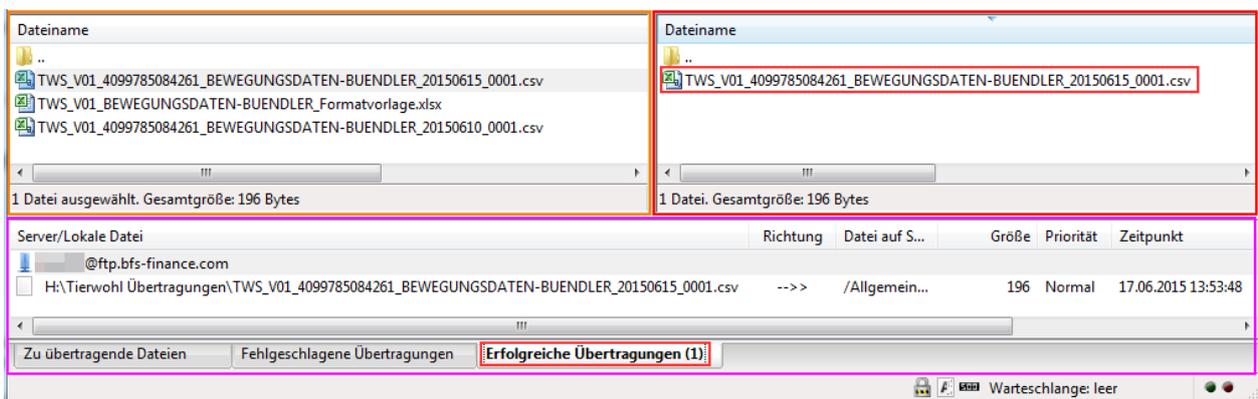Now check in the purple area whether the transfer was successful.

Figure 9: Selection area of FileZilla after installation – Detailed view

The **Successful Transfer** element should now contain a (**1**). We will process the file during the next night.

If this is not the case, please check whether the transfer may have caused an error. In this case, the **(1)** is behind **"Failed transfer"**. In this case, please try the transfer again.

IMPORTANT: We only process the CSV files that are provided in the UP folder. In addition, the file name must be correct and the date in the file name must correspond to the current date. The files must have been uploaded to the FTPS server by 9:30 pm for same-day processing.

The next morning you will receive a PDF processing protocol. You will find this in the **DOWN** directory.
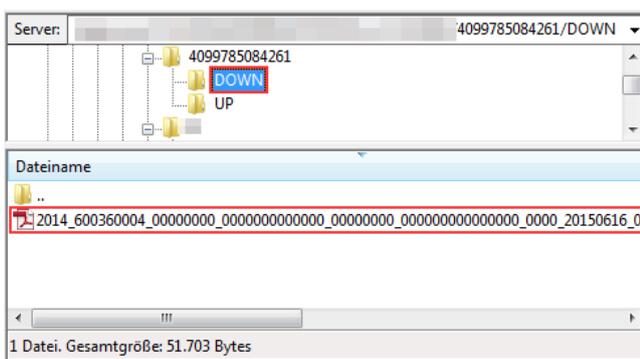

Figure 10: Selection area of FileZilla after installation – Detailed view

Please check the protocol carefully, especially after the first transfer.

2 Contact person

If you have any questions regarding the use of FTP-Server please contact us:

Animal Welfare Clearing House:
Hotline: +49 (0)5241 / 80-43333
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For technical queries on the subject of animal welfare, please contact the supporting organisation:

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