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NHS Supplier Management -Supplying data via NHSBSA FTP

Quick start guide



1. Requirements

To access the NHSBSA FTP server, you will need to have:

- installed FTP Client software on your PC/laptop and
- your FTP 'Username' and 'Password' (provided by NHSBSA Supplier Management)

If you require any assistance being set up as a NHSBSA FTP user please contact your internal IT department in the first instance. If you require further assistance, our Support Desk is available Monday to Friday 08:30 to 16:30, excluding Bank Holidays. Please call us on: **0191 203 5050** or email us at: *nhsbsa.help@nhs.net* including 'Supplier Management' in the subject field.

2. Installing FTP software

If you need to install FTP Client software, amongst the most commonly used open source (free of charge) FTP client software are:

- FileZilla (https://filezilla-project.org/)
- WinSCP (https://winscp.net/eng/index.php)

3 - Supplying data via NHSBSA FTP

3.1 - Using FileZilla

If you have FileZilla installed on your PC/laptop, this can be opened either by double-clicking the desktop icon:



... or selecting 'Start' at the bottom left-hand side of your screen:



... then selecting 'All Programs', then 'FileZilla'.

Once FileZilla has been opened, enter the following 4 x details:

Host: ftp://83.151.209.26

Username: *** your assigned Username (provided by NHSBSA Supplier Management) ***

Password: *** your assigned Password (provided by NHSBSA Supplier Management) ***

Port: 22

When you have entered all the above details, click on 'Quickconnect' button:

E FileZilla	
File Edit View Transfer Server Bookmarks Help ↓ ▼ □ □ □ □ □ □ □ □ □ ↓ □ ↓ □ ↓ ◎ ↓ □ ↓ □ ↓	
Host: ftp://83.151.209.26 Username: Test Password: ••••••	• Port: 22 Quickconnect 💌

You may then be presented with an 'Unknown certificate' screen:

t t	he server's certificate o make sure the serve	is unknown. Please carefully can be trusted.	y <mark>e</mark> xamine the certificate		
	Details				
	Valid from:	21/05/2015 11:51:23			
	Valid to:	21/05/2016 01:00:00			
	Serial number:	39:18:b8:1c:2d:cf:bc:99:40:32:2e:e5:41:8f:dc:d3			
	Public key algorithm:	RSA with 2048 bits			
	Signature algorithm:	RSA-SHA1			
	Fingerprint (SHA-256): 3c:4f:1a:01:61:59:7f:32:7e: c2:2a:5f:a3:de:de:54:0e:8e	c3:5f:bd:87:11 <mark>:</mark> 97:fa: :7f:ab:f6:ad:02:d8:c6		
	Fingerprint (SHA-1):	0c:d1:45:8b:26:ce:03:9e:4b:66:d5:52:7b:fe:50:3d:2f:8c:d4:75			
	Subject of certificate		Certificate issuer		
	Common name: NH	SPBSAFTP01.nhsbsa.local	Common name: NHSPBSAFTP01.nhsbsa.loca		
	Session details				
	Host: 83.151	.209.26:22		T	
	Protocol: TLS1.2	2			
	Key exchange: ECDH	E-RSA			
	Cipher: AES-2	56-CBC			
	MAC: SHA3	34			
т	rust this certificate an	d carny on connecting?			
		a carry on connecting.			
100	Always trust certific	ate in future sessions.			

Ensure that the certificate is being issued by NHSPBSAFTP01.nhsbsa.local.

If the certificate is being issued by NHSPBSAFTP01.nhsbsa.local then click on 'OK'.

Once connected, your selected files can be copied to/from the 'Local Site' (your PC/laptop) and the 'Remote Site' (the NHSBSA FTP server) by dragging and dropping them between the two:

Filename	Filesize	Filetype	Filename	*	Filesize	Filetype	Last modified
TestFile1.file TestFile2.file TestFile3.file TestFile3.file TestFile4.file	1,019,240,9 1,019,240,9 1,019,240,9 1,019,240,9	FILE File FILE File FILE File FILE File	. 2	Empty directory listing			
<u>د</u>	m	,	•	W)		Þ

3.2 - Using WinSCP

If you have WinSCP installed on your PC/laptop, this can be opened by selecting 'Start' at the bottom left-hand side of your screen:



... then selecting 'All Programs', then 'WinSCP'.

Once WinSCP has been opened, enter the following 4 x details:

File protocol: FTP

Encryption: TLS Explicit encryption

Host name: 83.151.209.26

Port number: 22

Username: *** your assigned Username (provided by NHSBSA Supplier Management) ***

Password: *** your assigned Password (provided by NHSBSA Supplier Management) ***

When you have entered all the above details, your screen should resemble the following:

New Site	Session	
	Eile protocol:	Encryption:
	FTP 💌	TLS Explicit encryption
	Host name:	Po <u>r</u> t number:
	83.151.209.26	22 🛓
	User name:	Password:
	Assigned_User_name	
	<u>Save</u>	Auvanceu

Click on 'Save' to store these details for future use.

If you click on 'Save', you will be presented with the option to rename your 'Site name' (for example, to something more shorter and/or specific like 'NHSBSA FTP'):

Assigned User name@83.151.209.1	200
Contral-Marchan Telederic Charles and Charles and State State State	26
Eolder:	
<root></root>	
Create desktop shortcut	ed)

You will also be able to choose whether to 'Save password' by selecting the tick-box and whether to 'Create desktop shortcut'.

Once connected, your selected files can be copied to/from the 'Local Site' (your PC/laptop) and the 'Remote Site' (the NHSBSA FTP server) by dragging and dropping them between the two:

E: NewD	signed User name	n					
Jploed R Propertie Properties	NewD - 😤 🖓 🗇	· · · · · · · · · · · · · · · · · · ·	📔 / <root> 🔹 🚰 🛐 🖛</root>	• • • • • •	🏫 <table-cell> 🙀 Find Files</table-cell>	2	
Size Type Changed Size File folder 23/02/2015 09:22:00 SD File folder 23/06/2015 10:24:36 N File folder 09/07/2015 13:31:30 ro File folder 13/07/2015 09:13:03 p 15 B Windows Batch File 03/06/2014 13:29:14	oload 🕞 🔐 Edit 🗙 🏑 🕞 Pro	poerties 🔐 🕞 🕂	Download	& D. Properties			
Size Type Changed 8 File folder 23/02/2015 09:22:00 SD File folder 23/02/2015 09:22:00 SD File folder 03/07/2015 19:33:13:0 ro File folder 13/07/2015 09:13:03 p 15 B Windows Batch File 03/06/2014 13:29:14				en state services l'e			
Example File folder 23/02/2015 09:22:00 FILe folder 23/06/2015 10:24:36 0007/2015 10:31:30 Nv FILe folder 13/07/2015 09:13:03 np IS B Windows Batch File 03/06/2014 13:29:14	Size Type	Changed	Name Ext	Size	Changed	Rights	Owner
		23/06/2015 09:22:00 23/06/2015 10:24:36 09/07/2015 10:31:30 13/07/2015 09:13:03 03/06/2014 13:29:14	WELCOME.pdf	08	15/07/2015 12:55		