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

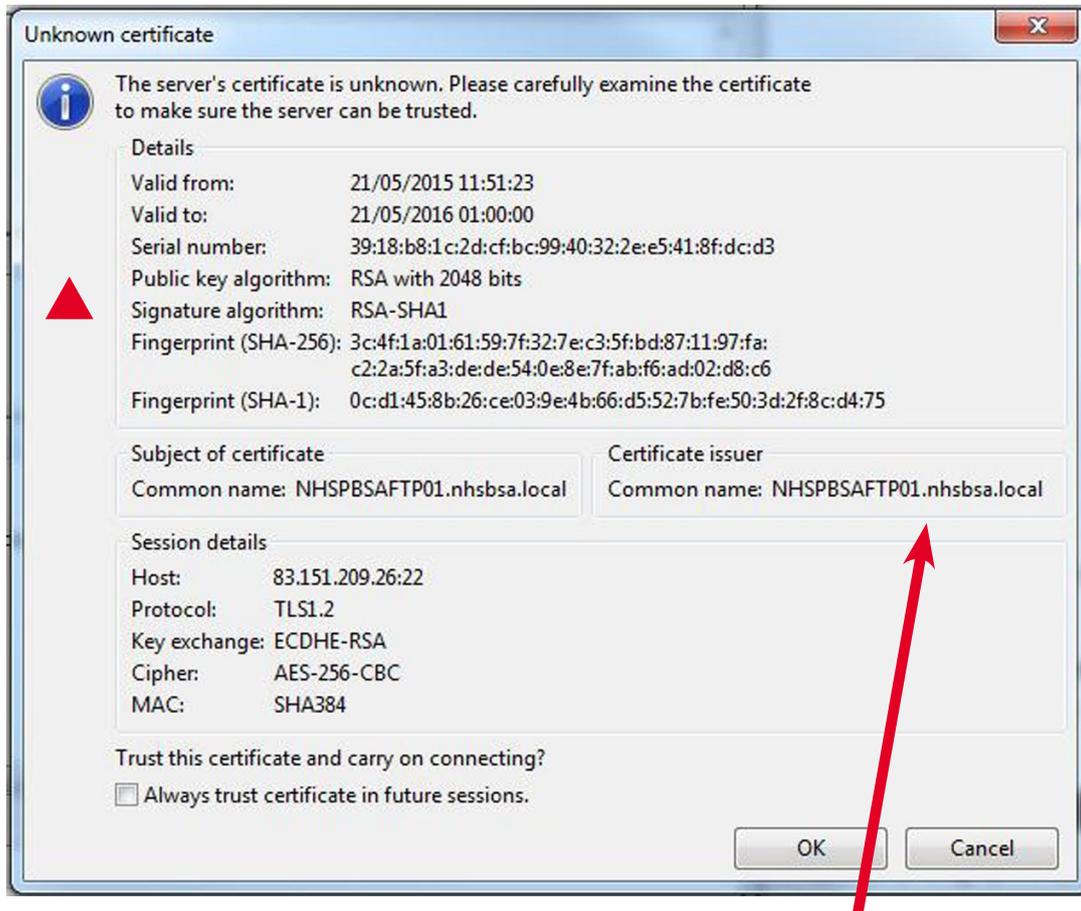**Username:** *** your assigned Username (provided by NHSBSA Supplier Management) ***

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

Port: 22

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

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

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:
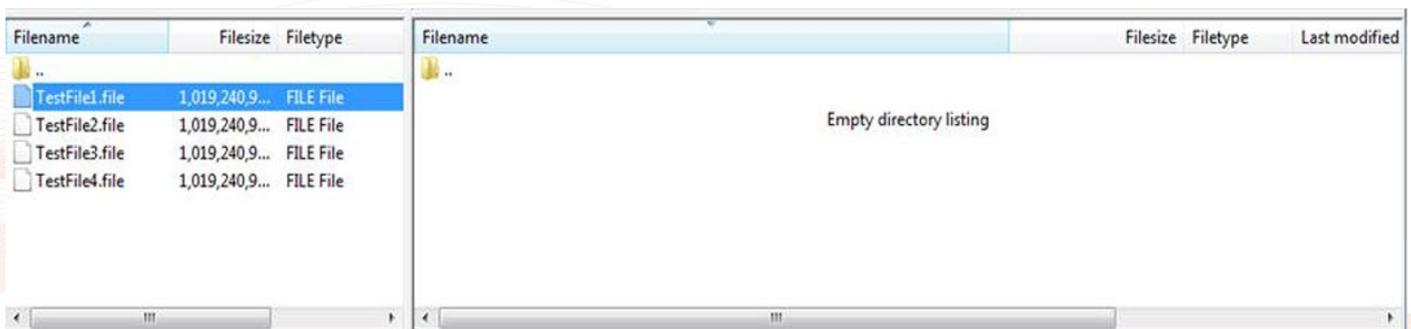
3.2 - Using WinSCP

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
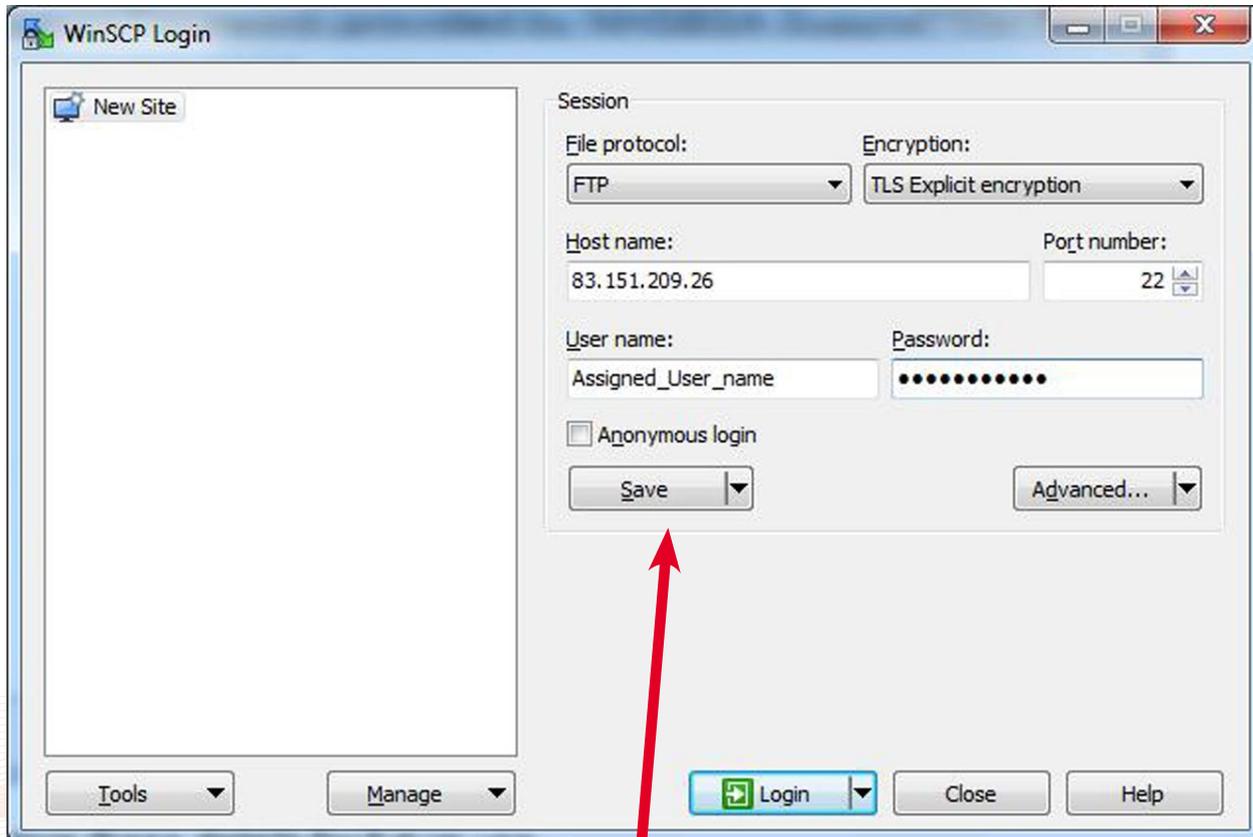
Encryption: TLS Explicit encryption

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:

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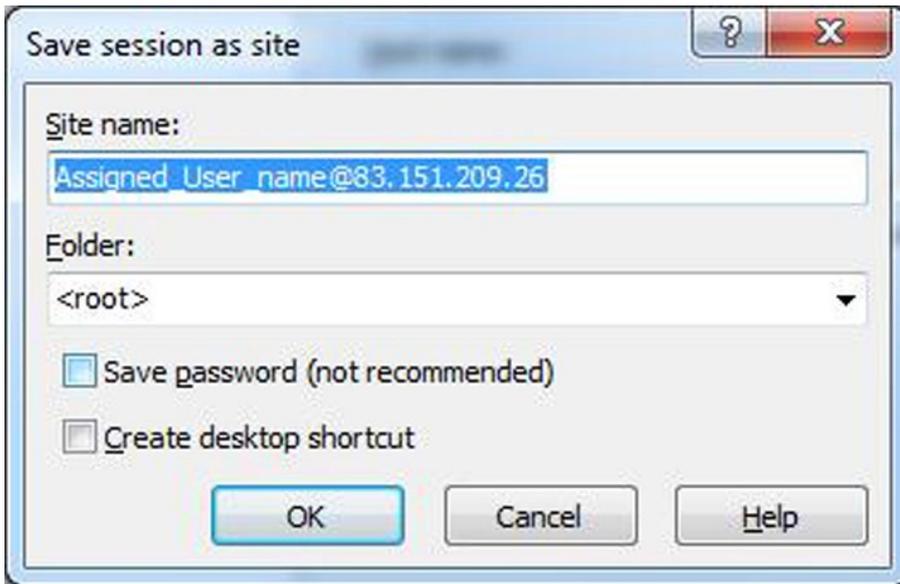
You will also be able to choose whether to 'Save password' by selecting the tick-box and whether to 'Create desktop shortcut'.

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: