Retrieving your BPA and BCR reports from National Grid via SFTP

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Overview

- National Grid manage the BSUoS charging function.

- BSUoS invoices and backing sheets are sent out to participants via email.

- BPA and BCR reports are available via Secure FTP.

- If you need to change your email address that receives BSUoS invoices or have any other BSUoS related queries please contact the team using the details below.

Email: **BSUoS.Queries@nationalgrid.com**

Web: **www.nationalgrid.com/bsuos**

Tel: **+44 (0)1926 654 613**

nationalgrid

How Do I Connect

- You will need a Client Application with SFTP functionality to access our server.
  - Typical application options include (but not limited to):
    - FileZilla
    - WINSCP
    - CoreFTP

- **We will send you your credentials (Username and Password) once you have confirmed your BSC Party ID and contact details with us.**

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Server Details

- We are currently in the process of moving the SFTP server to another location and to make this change easier we are using a DNS address for the server rather than a fixed IP.

- Please use the DNS address within your SFTP client, the IP addresses are provided for firewall purposes only.

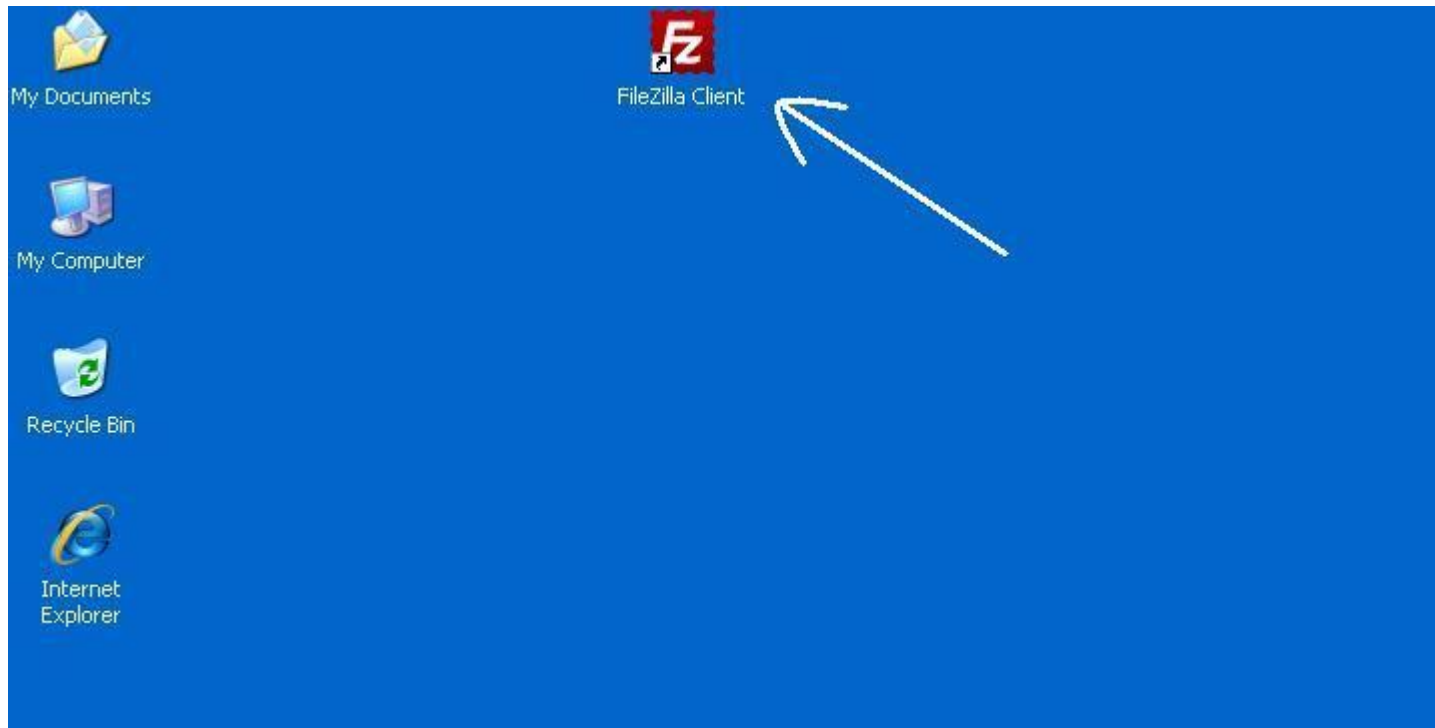SFTP Address: **sharedservicesftp.natgrid.co.uk**

Existing IP: 193.39.247.207

Upcoming IP: 62.189.190.7
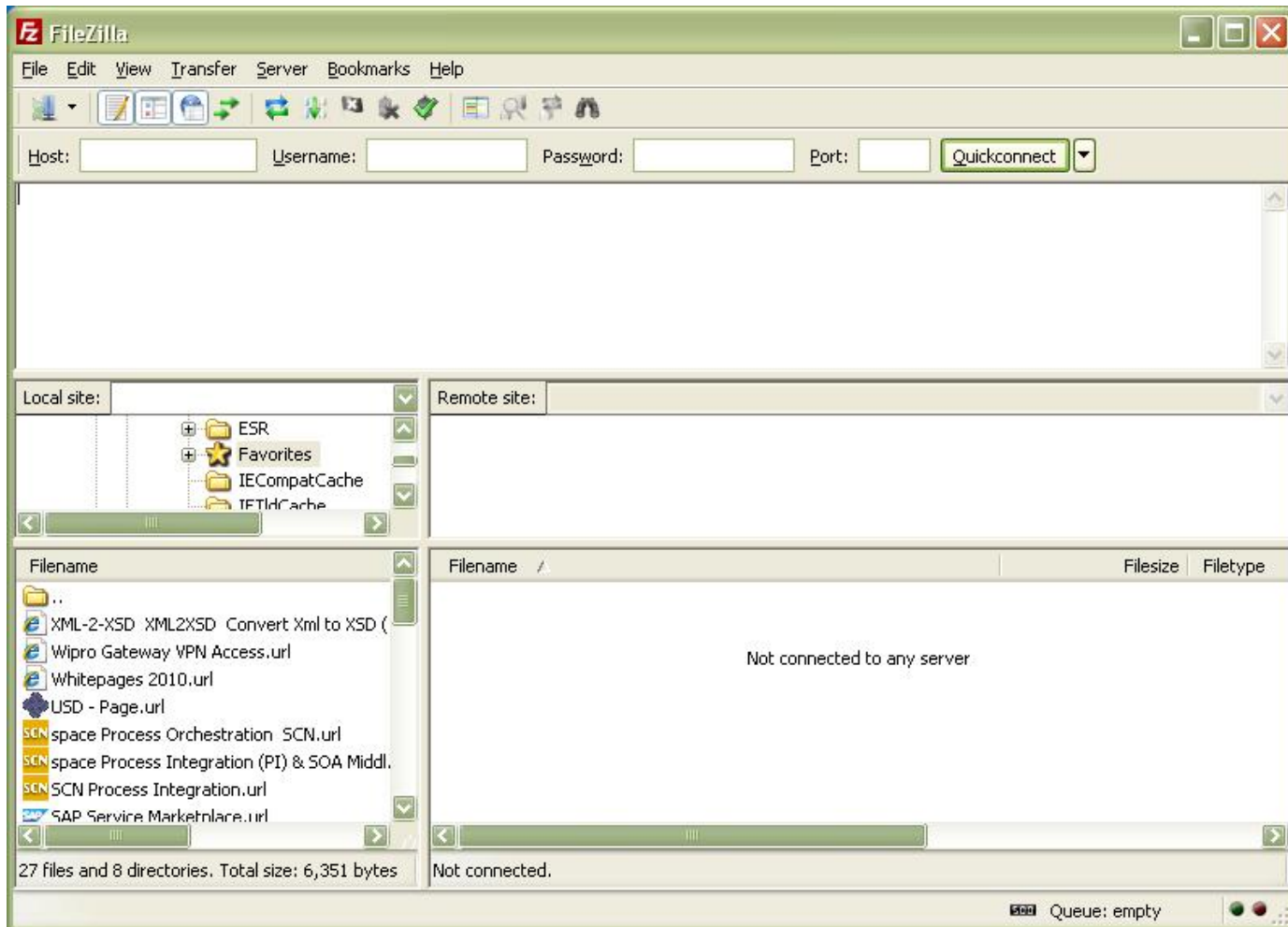
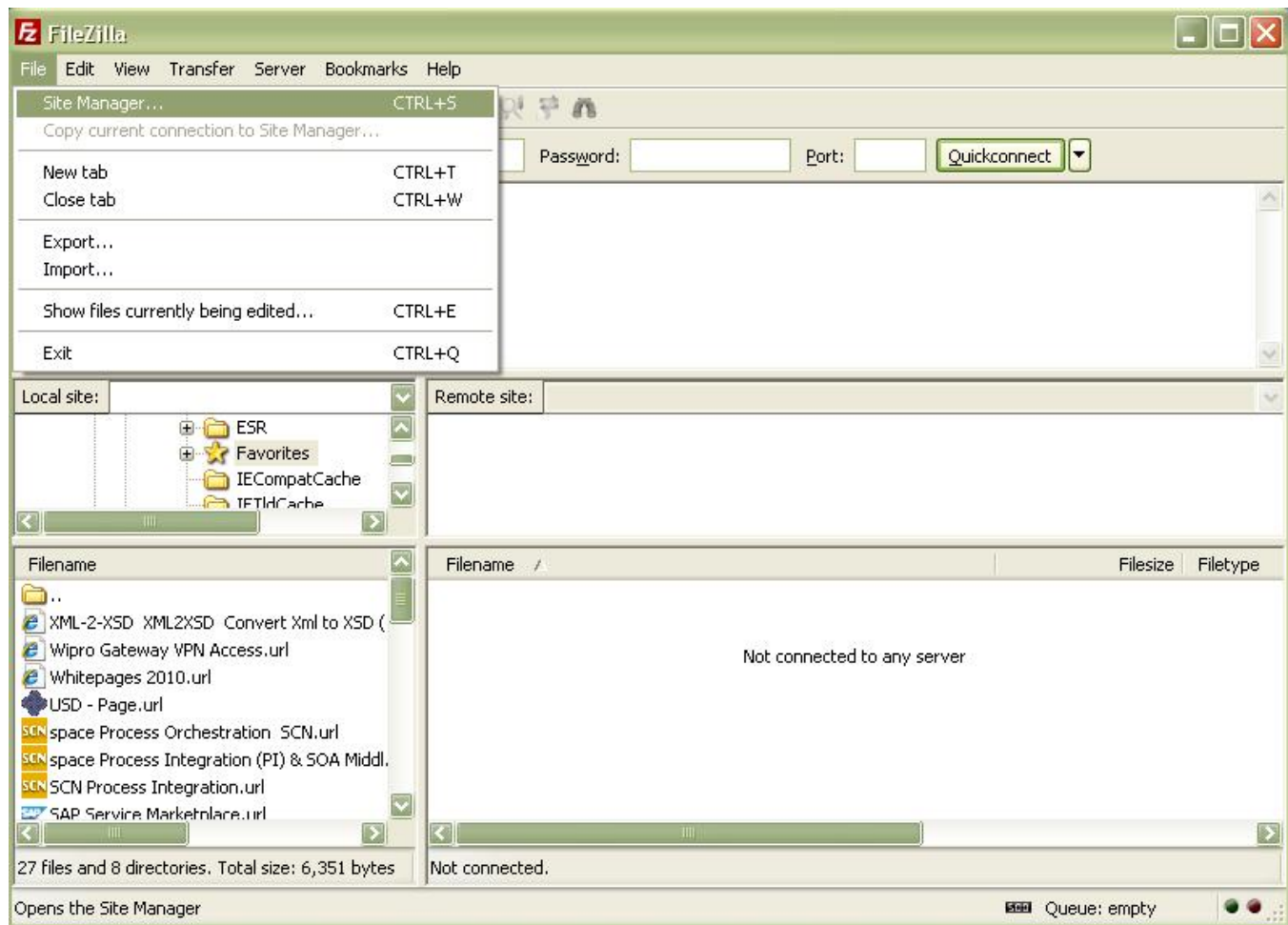## Step by Step Procedure

■ Open your SFTP client application:

Step by Step Procedure

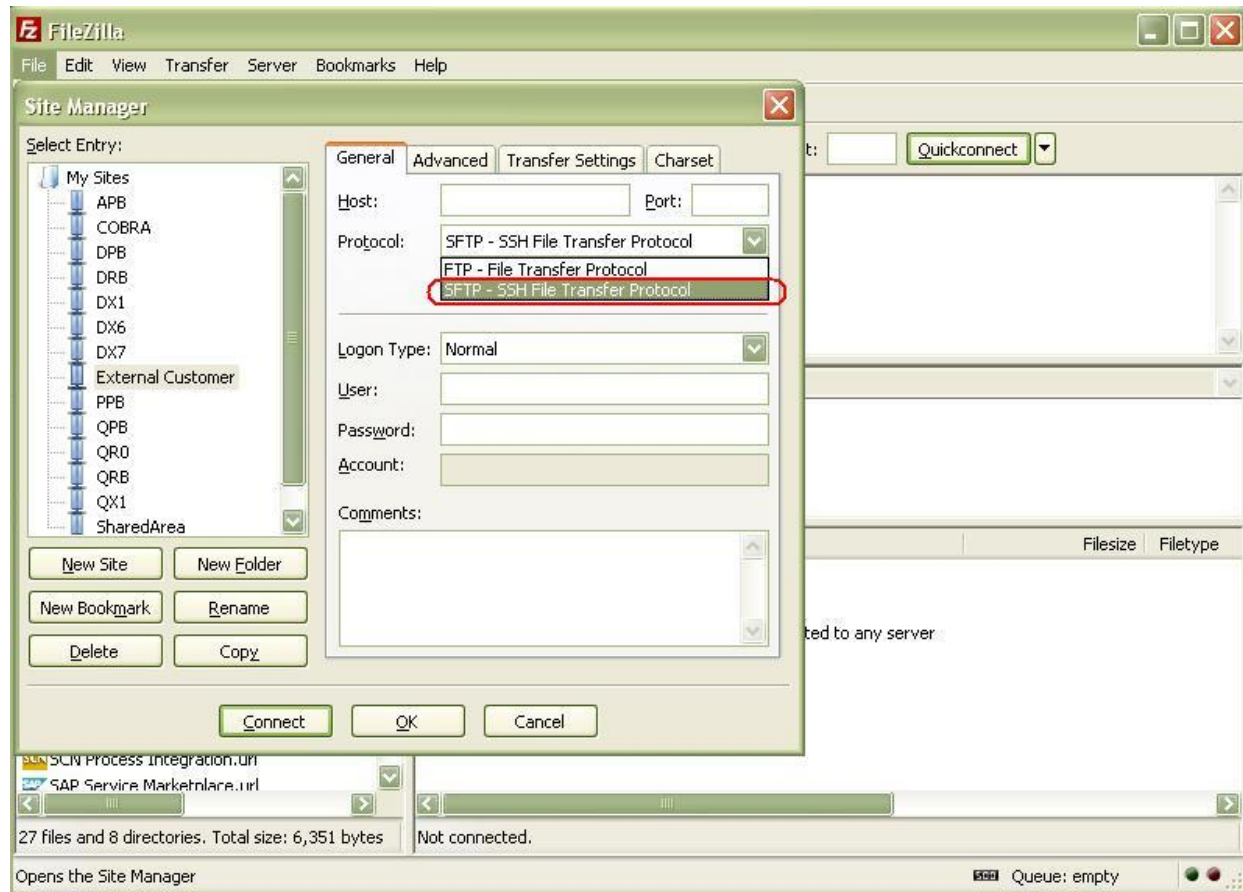- Following screen will open (*may vary from application to application*)

Step by Step Procedure

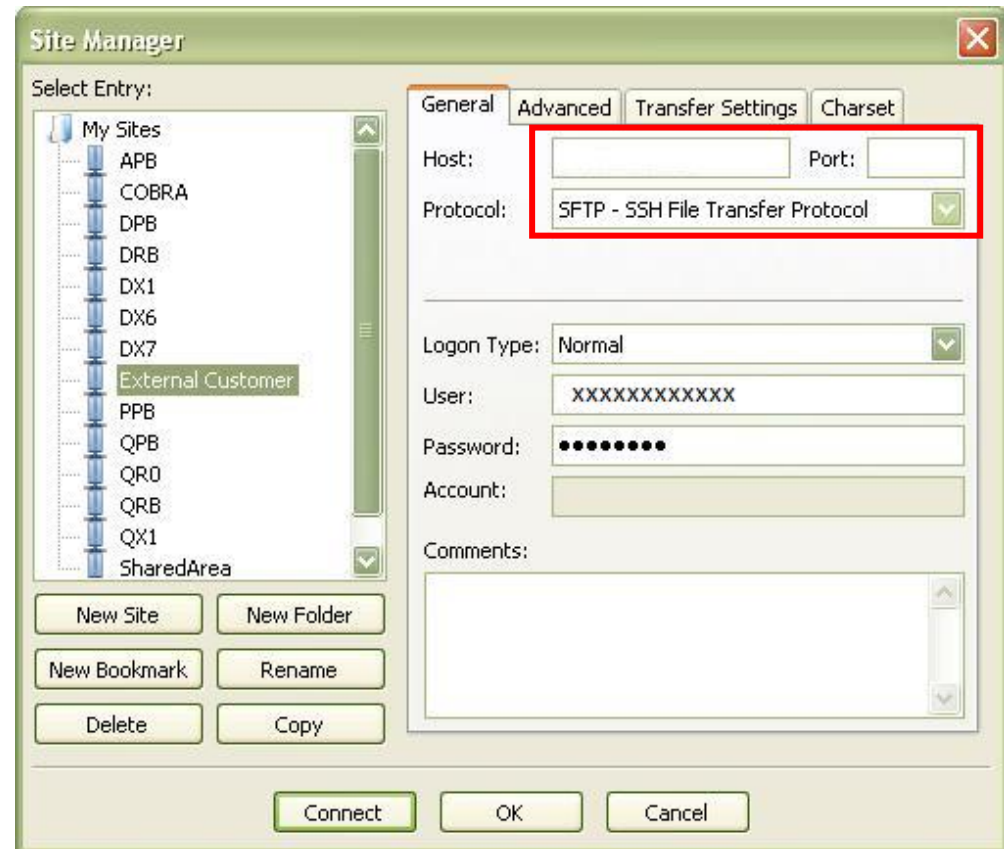- *File >> Site Manager* to edit your new credentials

Step by Step Procedure
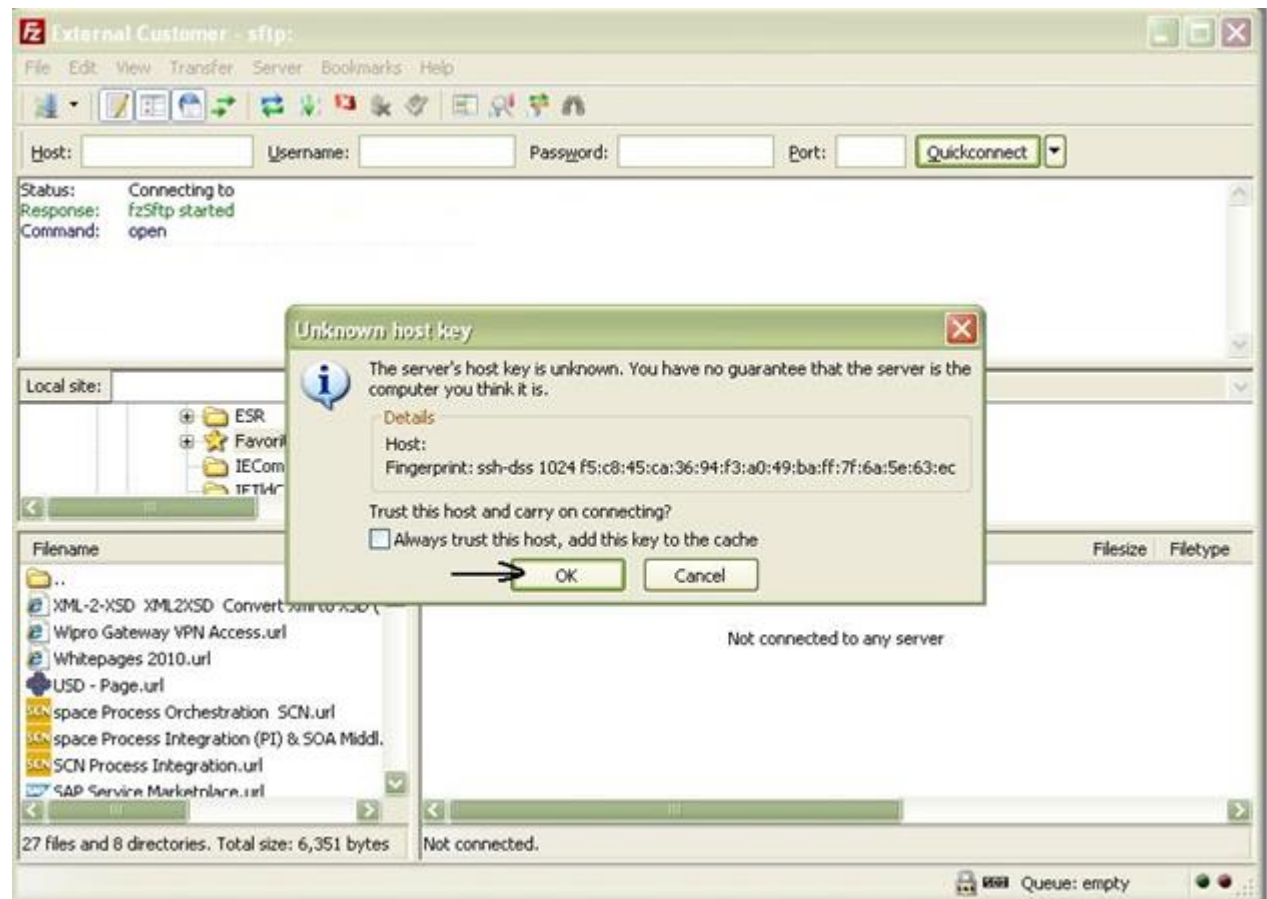
- ■ Select the Protocol as **SFTP**

Step by Step Procedure

- Enter the hostname: **sharedservicesftp.natgrid.co.uk**
- Username & Password
- Click on connect

- **Reminder. We will only issue your Username & Password upon receipt of confirmation of your contact details and BSC party ID.**
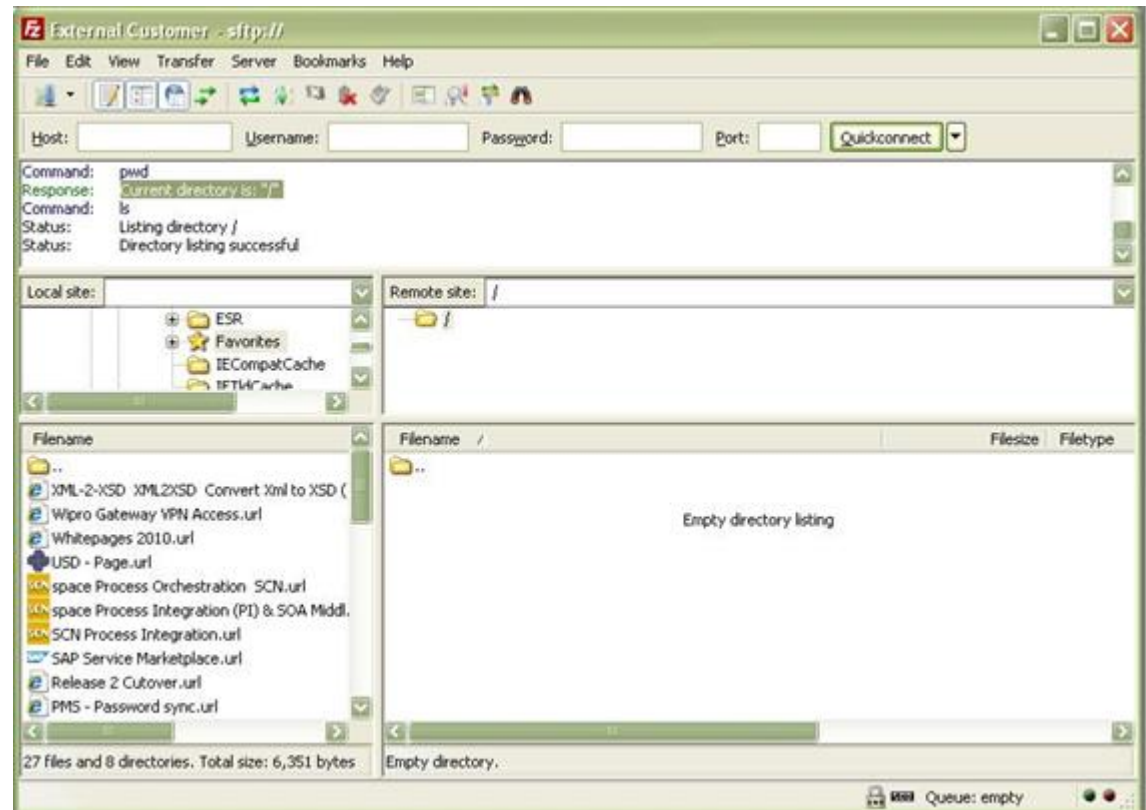
Step by Step Procedure

- You might get a warning when connecting for the first time, click on OK

Step by Step Procedure

- You should now be connected to your secure folder. In this folder you will find your BPA and BCR reports in the following formats:

  - *.PRT*
  - *.CSV*
  - *.PDF*
  - *.DAT*

Keeping In Touch

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