# Retrieving your BPA and BCR reports from National Grid via SFTP







24<sup>th</sup> November 2017 Nick Everitt

### **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: <u>www.nationalgrid.com/bsuos</u>
  - Tel: +44 (0)1926 654 613

### **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.

BSUoS.Queries@nationalgrid.com

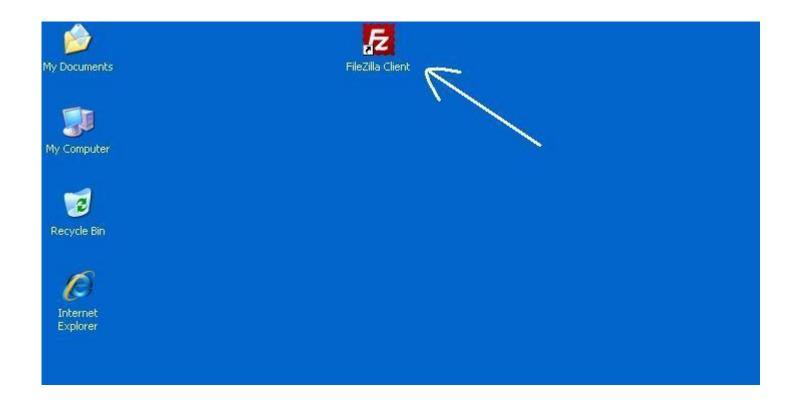
### **Server Details**

- 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.ukExisting IP:193.39.247.207Upcoming 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)

🔁 FileZilla		
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27 files and 8 directories. Total size: 6,351 bytes	Not connected.	
27 nies and o directories. Total size: 0,301 bytes	nuc connecteu.	
		🖼 Queue: empty

#### **Step by Step Procedure**

### File >> Site Manager to edit your new credentials

🔁 FileZilla		
File Edit View Transfer Server Bookmarks	Help	
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Copy current connection to Site Manager	Password: Port:	
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Export Import		
Show files currently being edited C	RL+E	
Exit	RL+Q	~
Local site:	Remote site:	×
Filename	Filename /	Filesize Filetype
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27 files and 8 directories. Total size: 6,351 bytes	Not connected.	
Opens the Site Manager		🖼 Queue: empty 🛛 🔍

### **Step by Step Procedure**

### Select the Protocol as <u>SFTP</u>

🔁 FileZilla		
File Edit View Transfer Server I	Jookmarks Help	
Site Manager		
Select Entry: My Sites APB COBRA DPB DRB DX1 DX6 DX7 External Customer PPB QPB QPB QR0 QR0 QRB QR1 SharedArea Mew Site New Eolder New Eolder New Bookmark Rename Delete Copy Connect	General Advanced Transfer Settings Charset   Host:   Protocol:   SFTP - SSH File Transfer Protocol   SFTP - File Transfer Protocol   SFTP - SSH File Transfer Protocol   User:   Password:   Account:   Comments:   ted to any server   QK	ckconnect
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### **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.

elect Entry:	General Ad	vanced Transfer Settings Charset
APB COBRA DPB DRB	Host: Protocol:	Port:
DX1 DX6 DX7 External Customer PPB QPB QR0 QR0 QRB QX1 SharedArea	Logon Type: User: Password: Account: Comments:	Normal xxxxxxxxxx
New Site New Folder New Bookmark Rename Delete Copy		~

### **Step by Step Procedure**

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

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File Edit View	Transfer Server Bookmarks H	telp			
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### **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.

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Host:	Username:		Passgord:	Port:	Quickconnect	Ð	
Command: Is Status: Listing di	rectory / listing successful						-
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Filename		Filename	8		10	Filesize	Filetype
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**Keeping In Touch** 

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