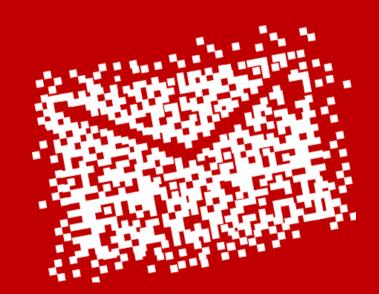
# Mailmark Direct Data

# How to download data files

**Issued:** 26 April 2021

Live: 10 December 2020

Version: 1.2





# Contents

1. Introduction	3
2. Onboarding Process	4
3. Accessing Mailmark Direct Data (MDD) files	5
4. Accessing MDD - WinSCP	6
5. Accessing MDD - FileZilla	
6. Unzipping the Data File(s)	17
7. Adding a Public Key – WinSCP	19
8. Adding a Public Key – FileZilla	
9. Generating a Public Key	23

## Summary of changes V1.1 to V1.2 April 2021

1. Renaming of the file from MDD Technical Specification (downloading data)

### Summary of changes V1.0 to V1.1 January 2021

- 2. Addition of a Domain Server Name (DNS)
- 3. Clarity that dependency on an Internet Protocol (IP) address is not advised
- 4. Confirmation that the MDD files will be auto deleted on the 8<sup>th</sup> day

#### Disclaimer

"Whilst every effort has been made to ensure that the guidelines contained in the document are correct, Royal Mail and any other party involved in the creation of the document HEREBY STATE that the document is provided without warranty, either expressed or implied, of accuracy or fitness for purpose, AND HEREBY DISCLAIM any liability, direct or indirect, for damages or loss relating to the use of the document. The document may be modified, subject to developments in technology, changes to the standards, or new legal requirements."



# **1.** Introduction

#### 1. Overview

Royal Mail has developed a solution whereby we will provide Mailmark<sup>®</sup> customers with details of the performance of their mailings through direct data, known as Mailmark Direct Data (MDD) via a secure file transfer.

Customers wishing to integrate this data into their IT systems can securely access item level data sets in a variable length file, in a format known as CSV (Comma-Separated Variable length) with a header record giving a name to each field.

Through the use of software, purchased or developed in-house, this data can be tailored to provide performance detail at item level for all items listed on an eManifest.

#### 2. Purpose

This document is to provide customers and interested parties guidance on:

- requesting Mailmark Direct Data
- accessing data securely
- the CSV data format structure

### 3. Intended Audience:

- Any customer who requires access to their Mailmark Data.
- Any provider who wishes to develop a software solution to re-purpose the raw data.
- Any Mailmark user.

### 4. Important clarifications

- This variable length (CSV) file output, with a header record giving a name to each field, replaces current functionality whereby Mailmark users can access 'exception' level data and save, ready to view, using excel, csv or PDF.
- Item data will continue to be accessible at Supply Chain level and will show all items mailed rather than those with potential issues on the 'exception' reports.
- Data will be transferred through automated access via SFTP systems (Secure File Transfer Protocol).



# 2. Onboarding process

The onboarding process requires the recipient of the Mailmark Direct Data transfer (MDD) to request access from Royal Mail.

The process is as follows:

## 1. Request Access from Royal Mail

Customer (Mailmark User) contacts mailmark@royalmail.com and provides;

- a. Mailmark Participant ID(s) and Participant Name(s)
- b. Company / Business name
- c. Contact details including name, email address, contact number, job title
- d. Confirmation that the email address provided has been registered on <u>www.royalmail.com</u> as a business user
- e. If in the event of a customer wishing a password free connection, the SSH Public<sup>[1]</sup> key must be provided to mailmark@royalmail.com

### 2. Royal Mail provides access details to Requestor

Royal Mail will action the request and send to the contact provided;

- a. A unique User name.
- b. A unique password which is formatted as: 9 characters long with letters (capital and small caps), numbers and symbols, randomly sequenced.
- c. A unique directory structure where the ZIP files will be available.

The Domain System Name (DNS) is: ftg.bdtg.royalmailgroup.com This directory can only be accessed by the user and the structure is: /pub/1036/out. The ZIP files are found in the folder "out".

#### Note:

- 1. The DNS and IP are common across all customers
- 2. SFTP Password free connection is an option and not mandatory.
- 3. The set-up process can take 48 hours
- 4. Customers should only expect to use the DNS and not be reliant on the Internet Protocol (IP) address. This is because Royal Mail will not change the DNS but may change the IP address in future.

<sup>&</sup>lt;sup>[1]</sup>SSH keys are a matching set of cryptographic keys which can be used for authentication. The public key can be shared freely without concern, while a private key is guarded and never exposed to anyone.



# 3. Accessing Mailmark Direct Data files

The data will be in a variable length file, in a format known as CSV (Comma-Separated Variable length) with a header record giving a name to each field. It will be transmitted via SFTP. The file will need to be retrieved by the user through;

- a. Accessing the SFTP
- b. Retrieving the file from the secure host server
- c. Transferring the selected file(s) to the customer's destination of choice

There are a number of opensource tools which can be used to retrieve the Mailmark Direct Data files from the SFTP server.

Options include WinSCP and FileZilla for which, to support customers accessing MDD we have provided some guidance below.

The MDD files will automatically be permanently deleted from the SFTP server on the 8<sup>th</sup> day.

Please note: Royal Mail does not recommend one tool over the other and it is your responsibility to ensure the chosen programme meets your company's security policies.

### WinSCP

- Establish connection https://winscp.net/eng/docs/guide\_connect
- Download the file\_

https://winscp.net/eng/docs/task\_download

### FileZilla

 Download the following link\_ https://www.ostraining.com/blog/webdesign/filezilla-beginner/

## PuttyGen

 Download the following link https://www.ssh.com/ssh/putty/windows/puttygen

## 7-ZIP

 Download the following link https://www.7-zip.org/

Detailed guidance on each option follows in the next section.



# 4. Accessing MDD – WinSCP

1. Start **WinSCP** and the *Login* dialog box appears.

3rd Party Desktop	- Desktop Viewer							- 🗆 X
					WinSCP			_ 0 ×
	Commands Session Options Remot							
🕀 🚝 🍃 Synchron	nize 📰 🧬 💽 🚳 📦 Queur	Transfer Settin	igs Default	• @ •				
💕 New Session								
L C: OSDisk	• 🚰 😨   🐟 • 🔶 - 📘	S 🔐 📽 😪				🚰 👿   🔶 - 🔶 - 🕼 🖾 🏠	🔁 🖸 Find Files 🖁	
Upload + 2 E	idit 🔹 🗶 🚮 🗓 Properties 📑 🕻				Download +	Edit - 🗙 🚮 📴 Properties 🛗		
C:\Documents								
Name *	Size Type	Changed			Name *	Size Changed	Rights Owner	
al	Parent directory	04/11/2020 13:29:2	<b>R</b> .		Login	- 🗆 X		
					-			
			💕 New Site		Session			
					Elle protocol:			
					Self.			
					Host name:	Port number:		
						22 🗘		
					User name:	Password:		
					Save 🔽	Advanced		
			Tools 💌	Manage 💌	Login 🔻	Close Help		
0 B of 0 B in 0 of 0					1			

- 2. Add the connection details in the *Login* dialog box:
  - i. Select **SFTP** in the *File Protocol* field.
  - ii. Type the DNS ftg.bdtg.royalmailgroup.com in the *Hostname* field.
  - iii. Select *Port Number:* 22.
  - iv. Type your customer E123456 in the Username field.
  - v. Type your password in the *Password* field.

👔 New Site	Session		
	Eile protocol:		
	SFTP	~	
	Host name:		Port number:
	xx.xx.xx.xx		22 🔷
	User name:	Passwo	rd:
	E000000	•••••	•••••
	Save		Advanced
	<u> </u>		

3. Click the **Save** button. The *Save session as site* dialog box appears.



- 4. Type a connection name, for example **RM MDD Connection**.
- 5. Optionally, navigate to the /pub/1036/out folder in the folder field.
- 6. You then have the option to Save password
  - a. Tick if you wish (*not recommended*) option or,
  - b. Do not tick, if unticked the password will have to be typed every time.

	Save se	ssion a	is site	?	x
Site name:					
RM MDD Connect	ion				
Eolder:					
<none></none>					~
Save passwor			d) ncel	He	p

### 7. Click the OK button.

8. The connection details will be saved for future use without needing to repeat step 2.

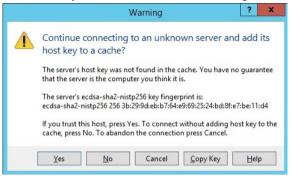
WinSCP       Local Mark Files Commands Session Options Remote Help       Image: Session Definition Remote Help       Image: Session Remote Help	_ 0	x
🗠 🎘 Synchronize 🔳 🖉 😰 🎯 Queue - 🛛 Transfer Settings. Default - 🔗 -		
Vew Session		
🖺 G. OSDisk - 🚰 🕎   🗢 - 🔶   🗟 😭 🖓 🖉 😘		
1 🕼 Upload + 📝 Edit + 💥 🗟 🖕 Properties 督 🗽 🗈 🕁 🗇 🗹		
CADocuments		
Name A Size Type Changed Name Size Changed Rights Owner		
Name - Size lype Changed Name - Size (Changed Kights Owner - Parent directory 04/11/2020 13:29:21 - Login - X		
Berdelin out 0		



## 9. Click the Login button.

A warning dialog box appears.

You will be requested to save the host key of the FTG Server during the first connection.



10. You have choice of storing the key

- a. Click the **Yes** button to accept and store the key, or,
- b. Click the **No** button to accept without storing the key.

If you select No, you will be shown this dialog box every time the connection is established.

An Authentication Banner dialog box appears.

Authentication Banner -	RM MDD Con	nection 💌				
SECURITY NOTICE		^				
Use of this system, its equipment, and resources is monitored at all times. All programs and information held on this system are private and confidential to Atos, and are only lawfully available to authorised users for authorised purposes only.						
It is a criminal offence to obtain unaut or information within this system and/o modifications whatsoever to the conte If you are not an authorised user you this system and can, and will be prose law. Please disconnect immediately.	or to make any unau ents of this compute are violating the reg	uthorised r system. gulations of				
		~				
✓ Never show this banner again	Continue	Help				

- 11. Tick the Never show this banner again box.
- 12. Click the Continue button.

You will then see a main window area split into two sections.

on the right, the server you have connected to;

on the left, your own computer's hard drive.



Local Mark files Commands Session Options Remote Help   Image: Synchronize Synchronize Synchronize Settings Default   Image: Synchronize Synchronize Strings Default   Image: String Type   Changed   Image: String Type   Image: String Type   Costisk   Image: String Type   Image: String Type   Image: String Type   Costisk   Image: String Type   Image: String Typ	177		Documents - RM	MDD Connection - WinSCP			- 0 3	¢ (
EMARQU Connection       If the Strate         If Cooles       If the Stra	Local Mark Files Commands Se	ssion Options Remote Help	o o confight of the	a competition attribut				
Lo coole la contraction la contracti	🕀 🗃 📮 Synchronize 🔳 🧬	💽 🕼 🔐 Queue 🔹 🛛 Transfer Settings C	Default 🔹 🎯 •					
Image: State - X - Depender Of Type       Changed Outfluctuo 1528-30         Name       State - X -	📮 RM MDD Connection 🚅 Nev	Session						
Changed       Type       Changed       Rights       Owner         Nume       Size       Type       Owner       0         RM MDD Connection       Image: Size       Nume       Size       Size       Size       Find Files         C: OSDisk       Image: Size       Type       Image: Size       I	😃 C: OSDisk 🔹 🥶 🔯	🗢 • 👳 • 💼 🖬 🏠 🎜 🗞		🔒 / <root> 🔹 🥵</root>	👿 🤄 🔶 👘 👘 👘 😨 🔯	Find Files 😪		
Name       Size       Changed       Rights       Owner         RM MDD Connection       Image: Apple ap	Bill Upload - I K Edit - X 🚽	🕞 Properties 📴 🕞 🗄 🗄 🖂		E Download - 🔐 Edi	t - 🗙 🛃 📴 Properties 📑 🔂 i 🕀			
Peret directory 04/11/2020 13:29:20     RM MDD Connection     Image: Cost in the image	Ci\Documents			1				
RM MDD Connection   Image: Construction   <				T T T T T T T T T T T T T T T T T T T				
RM MDD Connection RM	5 ki	Parent directory 04/11/2020 13:29:20						
C: OSDisk      CosDisk     Cos								-
: OSDisk · Properties · Properties · Properties · Properties · Properties · Properties · · · · · · · · · · · · · · · · · · ·	MMDD Connection	Q Mary Couries		100 / 100	- 🔗 🖂 🗠 -		C Find Film	0
Upload Image: Edit Ima	L.2		C. SPORT DAY					-0
Jpload - Z Edit - X no Properties R Properti	: OSDisk •	🚰 🔽   🗢 - 🐡 -  🔂 🖻		Downlo	ad - 2 Edit - X and	🕒 Properties 📑 🕞	+ - 4	
cuments				1	and the second second		-	
e Size Type Changed Rights ( Parent directory 04/11/2020 13:29:20	Jpload - W Edit -	K 📷 La Properties		/				
Parent directory 04/11/2020 13:29:20	cuments			Name	Size	Changed	Rights	Ow
Parent directory 04/11/2020 13:29:20		Size Tune	Changed	<u>.</u>		04/11/2020 10:24:50	rwxr-xr-x	0
				al pub		04/11/2020 10:24:20	rwxrws	326
		Parent directory	04/11/2020 13:29:20					
								1
	1							

- 13. Navigate to the folder in your own computer (left pane) where you wish to download the file to.
- 14. Navigate to **/pub/1036/out** directory on the remote server where the MDD's files are stored. Click on the folder icons.

	er					- 0
			out - RM MDD (	Connection - WinSCP		- 0
al Mark Files Commands Sess						
🔁 💱 Synchronize 📰 🧬		ransfer Settings Default	• [@ •			
RM MDD Connection 🧉 New S C: OSDisk - 🚰 🕅	Session	0		🔒 out 🔹 🚰 💟 🖬	🔹 + 🔿 - 🔝 🔽 🏠 🖍 🖉 🔯 Find Files 🐾	
Upload - 2 Edit - 2 2					🛃 🕞 Properties 🔐 🕞 🕂 🖃 🕅	
ocuments				/pub/1036/out		
	ze Type Chang			Name	Size Changed	Owner
	Parent directory 04/11/	2020 13:29:20		1	04/11/2020 10:30:24 101021203.zip 511.719 KB 13/10/2020 08:04:58	326 303
1.000		-			De las	
out					Find Files	
Dow	vnload 🗕 🛛		🛧 • 🔿 •			
	vnload 🗕 🛛					
Dow	vnload 🗕 🛛			erties 🛗 🖻	+ - V	Rights
/pub/103	vnload 🗕 🛛			erties 🛗 🖻	i + - ♥ Changed	Rights
/pub/103	vnload 🗕 🛛			erties 🛗 🖻	+ - V	Rights rwxrws
/pub/103 Name	vnload 🔸 🛛 🔀	j* Edit 🝷 🕽		erties 📑 🖻	i + - ♥ Changed	-

15. Highlight the file(s) to be downloaded.

16. Click the **Download** button. A *Download* dialog box appears.



Download	? X
Download file 'RMMDDcustomer_LineItem_202101021203.zip' to local directory	
C:\Documents\*.*	Browse
Transfer settings Transfer type: Text	
Transfer in background (add to transfer queue)	
Transfer settings 🔽 OK Cancel	Help
Do not show this dialog box again	

17. Navigate to/confirm the location in your computer's hard drive where the file will be stored.

18. Click the **OK** button. A *Downloading* dialog box appears; no action is required from you.

	15%	6 Downloa	ading	? X				
P								
	Time left: Bytes transferred:		Time elapsed: Speed:	0:00:02 29,369 KB/s				
	× _ 🗟 🗞	• 🕥 Unlim	iited 🝷					

When the file(s) is/are downloaded the file(s) will be visible on the right pane of the screen.

3rd Party Desktop - Desktop Viewer										- 0
<b>3</b> =				Docum	ents - RM MDD	Connection - WinSCP				- 0
Local Mark Files Commands Session Options B	emote Help									
🖶 🔀 🔁 Synchronize 🔳 🧬 🛃 🏟	Queue + 1	Transfer Settings De	fault							
RM MDD Connection 💣 New Session										
📕 C: OSDisk 🔹 🦉 🔽 🛭 💠 🔹 👘	1 1 2	P 92				🔋 out 🔹 🚰 🔽 🖕 • 🐟 • 🖡		🔝 Find Files 🛛 🔒		
🕼 Upload - 🔐 Edit - 🗶 🛃 🖓 Properties 🍵	🕆 🔓 🖽 🗄					👔 Download - 📝 Edit - 🗙 🚮 🖏 Prope	rties 📑 🛅	+ - V		
C:\Documents						/pub/1036/out				
Name	Size Tj		Changed			Name		Changed Rig		
RMMDDcustomer Lineltem 202101021203.zip		arent directory ompressed (zipp	04/11/2020 13:42:37 13/10/2020 08:04:58			L			rws 326 rw-rw- 303	
					out	• 🥶 😨   🐟 • 🐟 - 💼	2 1 2	Rind Files		
						ord - 📝 Edit - 🗙 🚮 🖳 Propert				
					/pub/1036/c	out				
					Name		Size	Changed	Rights	Owner
					<b>.</b>			04/11/2020 10:30:24	INVICINUS	326
					RMMDD	customer_LineItem_202101021203.zip	511,719 KB	13/10/2020 08:04:58	rw-rw-rw-	303
				_						
500 MB of 500 MB in 1 of 1						0 B of 500 MB in 0 of 1				
									SFTP-3	Q 0:03:

19. The MDD file download is complete.



# 5. Accessing MDD - FileZilla

## 1. Start FileZilla.

3rd Party Desktop - Desktop Viewer		- 🗆 X
E	FileZilla	_ 0 ×
File Edit View Transfer Server Bookmarks Help ﷺ ♥ 📝 📰 🕀 🗣 🗱 🎎 🌾 🌾 🕼 👯 🜮 🐔		
Host: Username: Password: Port: Qu	ickconnect 💌	
Local site: C:\Documents\	Remote site:	×
	×	
Filename Filesize Filetype Last modified	Filename	Filesize Filetype Last modified Permissions Owner/Gro
		Not connected to any server
Empty directory.	Not connected.	
Server/Local file Direction Remote file Size Priority Status		
Queued files Failed transfers Successful transfers		
		🚥 Queue: empty 🔍 🔍

2. Click the Site Manager button .

The *Site Manager* dialog box appears. It is necessary to add the connection details.

		Site N	lanager				2
elect Entry:		General	Advance	d	Transfer Settings	Charset	
My Sites		Host: Protocol Encryptin Logon T User: Password	on: Use ype: And d:	exp	ile Transfer Protoc olicit FTP over TLS mous	Port:	> > > >
New Site	New <u>F</u> older <u>R</u> ename Duplicate	Comme	nts:				<
		[	<u>C</u> onn	ect	<u>О</u> К		ancel



- 3. Click the **New Site** button.
- 4. Add the connection details in the Login dialog box:
  - i. On the right pane, Rename the site connection name to RM MDD Connection
  - ii. Type DNS ftg.bdtg.royalmailgroup.com in the *Host* field.
  - iii. Type **22** in the *Port* field.
  - iv. Select SFTP SSH File Transfer protocol in the *Protocol* field.
  - v. Select the Normal option in the Logon Type field.
  - vi. Type your customer number, for example E123456 in the User field.
  - vii. Type your Password in the *Password* field.

elect Entry:		General	Advanced	Transfer Settings	Charset			
My Sites		<u>H</u> ost: Pro <u>t</u> ocol:	хх.хх.хо	wanteeu     mansfel Settings     charset       xx.xx.xx.xxd     Port:     22       SFTP - SSH File Transfer Protocol				
		Logon Ty User:	/pe: Norma E00000			~		
		Pass <u>w</u> ord <u>A</u> ccount: Co <u>m</u> men		•••••				
New Site	New <u>F</u> older					^		
New Book <u>m</u> ark	<u>R</u> ename							
Delete	Duplicate					~		

- Click the Connect button to proceed with the connection.
   It will be required to save the host key of the FTG Server during the first connection.
- 5. You have the option whether or not to trust the host:
  - To trust the host: Tick the *Always trust this host, add this key to the cache* box.
  - If you wish to proceed without storing the key, do not tick the box

	Unknown host key							
0	The server's host key is unknown. You have no guarantee that the server is the computer you think it is.							
-	Details							
	Host: 10.106.52.63:22							
	Fingerprint: ecdsa-sha2-nistp256 3b:29:9d:eb:b7:64:e9:69:25:24:bd:8f:e7:be:11:de							
	Trust this host and carry on connecting?							
	Always trust this host, add this key to the cache							
	OK Cancel							



.....

## 6. Click the **OK** button.

The screenshot below shows the main window area split into two sections.

- on the right, the server you have connect to;
- on the left, your own computer's hard drive.

Interfer Server   Beter Betering directory (sing of "/sub/108" model   Batasi Colorantel   Batasi Directory (sing of "/sub/108" model   Batasi Colorantel   Batasi Site <t< th=""><th>3rd Party Desktop - Desktop Viewer</th><th>ion - sftp://E00000@10.106.52.63 - FileZilla</th></t<>	3rd Party Desktop - Desktop Viewer	ion - sftp://E00000@10.106.52.63 - FileZilla
Lich Usersme   Partice Personal   Status Usersme   Status Decounters   Status Usersme   Flexing Flexing   Flexing F		ion - sttp://E000000@10.106.52.63 - FileZilla
Status       Retrieving extension (Stapper 1) Subject (Stapper 1)         Status       Description of 1/gat/108/successful         Status       Extension of 1/gat/108/succesful         Description <th>M - NT - + + + + + + + + + + + + + + + + + +</th> <th></th>	M - NT - + + + + + + + + + + + + + + + + + +	
Status Lining directory /shaf 1088 Status Reference intervory /shaf 1088/cont successful Status Reference intervory issing of /space/1088/cont successful Status Reference intervory issing of /spa	Host: Username: Password: Bort: Quickconne	t 💌
Status Deckny Status Directory Status of 1/Jul/108/ status	Status Retrieving directory listing of "/pub/1036"	
Status: Listing directory (right/08/cut' successful Status: Directory (right/08/cut' successful Local state: CADocuments. Flename Filesize Filetype Last modified Permissions: Owner/Gro Flename Filesize Filetype Last modified Flename Filesize Filetype Last modified Filename Filesize Filetype Last modified Permissions O	Status: Directory listing of "/pub/1036" successful	
Status Decktop   Inis PC   Ini	Status: Retrieving directory listing of "/pub/1036/out" Status: Listing directory (asb/1026/out"	1
Behatup   Documents   Flename   Flename <td>Status: Directory listing of "/pub/1036/out" successful</td> <td>×</td>	Status: Directory listing of "/pub/1036/out" successful	×
Decuments     Flename     Flena	Local site: C:\Documents\	V Remote site: / V
Flerame		
Flerame		
Flearme		
image: SteCvCLE.BIN       Filestame       Filestame       Filestame       Filestame       Permissions       Owner/Gro         Filestame*       Filestame       Filestame       Filestame       Filestame       Filestame       Filestame       Filestame       Owner/Gro         itte:       C:\Documents\       Documents       Filestame       Filestame       Filestame       Filestame       SteCvCLE.BIN         image: C:       (OSDisk)       Filestame       Filestame <td>H B</td> <td></td>	H B	
Filename       Filesize       Filesize <th< td=""><td></td><td>v l</td></th<>		v l
ite:       C:\Documents\         Desktop       Image: C:         Documents       Image: C:         A:       Image: C:         B:       C:         C:       (OSDisk)         SRECYCLE.BIN       Image: C:         Filesize       Filesize         Filesize       Filesize         Filesize       Filesize         Documents       Image: C:         Image: C:       Image: C:		Filename  Filesize Filetype Last modified Permissions Owner/Gro
site: C:\Documents\ Desktop Documents This PC A: A: B: C: (OSDisk) SRECYCLE.BIN H Filesize Filetype Last modified  I director I dir		
Desktop         Documents         This PC         A:         B:         SECYCLE.BIN         Identities         Filesize         Fi		File folder 04/11/2020 10 drvxnvxs 326 303
Image: Second	site: C:\Documents\	
Image: Second	Desktop	
This PC     Image: Arrow of the state of the		Remote site: /
Image: A:     Image: B:     Image: C: (OSDisk)       Image: C: (OSDisk)     Image: C		
B:     Image: State of the stat		
Image: Second		
Image: Security of the size     Filesize	B:	
me Filesize Filetype Last modified	E C: (OSDisk)	
me Filesize Filetype Last modified	SRECYCLE, BIN	
	A	
	me Filesize Filetype Last modified	
The folder of the 2020 form diversion of		

- 7. Navigate to the folder in your own computer (left pane) where you wish to download the file
- 8. Navigate to /pub/1036/out directory on the remote server where the MDD's files are stored.

Click on the folder icons.

6.52.63 - FileZilla
pub/1036/out
036 2 out_tmp Filesize Filetype Lest modified Permissions Owner/Gro tomer_Linettem_202101021203.alp 524,000,000 Compresse 13/10/2020 08rw-rw- 303 308
emote site: /pub/1036/out
ename • Filesize Filetype Last modified Permissions Owner/Gre
- RMMDDcustomer_LineItem_202101021203.zip 524,000,000 Compresse 13/10/2020.08rw-rw-w- 303.303

9. Double-click the file(s) to be downloaded. The file transfer process will begin.



3rd Party Desk	top - Desktop Viewer			- 0	×
2	and the second second second		RM M	MDD Connection - sftp://E000000@10.106.52.63 - FileZilla	×
	Transfer Server Bookmarks				
lost	<u>U</u> semame:	Password:	Port:	Quickconnect +	
atus Co atus St atus Re atus Lis	nnecting to 10.106.52.63 nnected to 10.106.52.63 irting download of /pub/1036/out trieving directory listing of "/pub/' ting directory /pub/1036/out mate/pub/1036/out/RMMDDcustr	1036/out"		MMDDcustomer_Lineltern_202101021203.zip	< >
ocal site: C:\Do	cuments\			✓ Remote site: /pub/1036/out	~
Desktop					
Filename*	Filesize Filetype	Last modified		Filename Filesize Filetype Last modified Permissions Owner/Gro	
				Remote site: /pub/1006/out	isions C
mpty directory.				Selected 1 📕 -	in the second se
Server/Local file sftp://E000000 C:\Document 00:00:03	s\RMMDDcu << /pub/1			s EMMDDcustomer_Linettem_202101021205.zip 524,000,000 Compresse 13/10/2020.08rw-rv	-rw- 3
Queued files (1)	Failed transfers Successful tr	ansfers			_

10. When the transfer is completed, the file is available on the local customer hard drive.

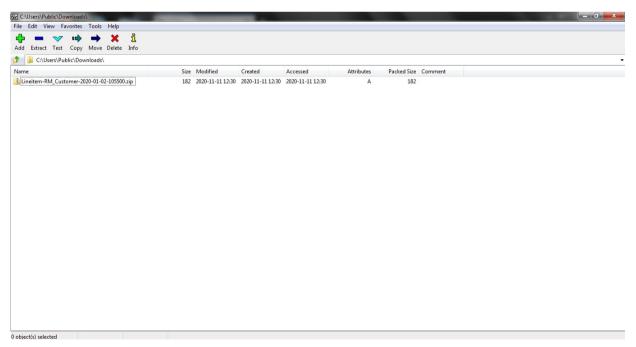


# 6. Unzipping a File

1. Start 7-Zip.

C:\Users\Public\							
ame	Size Mod	lified	Created	Accessed	Attributes	Packed Size	Comment
Desktop	2020	-05-16 10:31	2009-07-14 03:20	2020-05-16 10:31	RHD	0	
Documents	2018	-06-01 14:54	2009-07-14 03:20	2018-06-01 14:54	RD	0	
Downloads	2016	-05-27 16:07	2009-07-14 03:20	2016-05-27 16:07	RD	0	
Favorites	2009	-07-14 02:34	2009-07-14 03:20	2016-06-30 20:16	RHD	0	
Libraries	2014	-05-28 21:08	2009-07-14 03:20	2014-05-28 21:08	RHD	0	
Music	2009	-07-14 04:54	2009-07-14 03:20	2016-06-30 20:16	RD	0	
Pictures	2009	-07-14 04:54	2009-07-14 03:20	2016-06-30 20:16	RD	0	
Recorded TV	2009	-07-14 07:45	2009-07-14 07:45	2016-06-30 20:16	RD	0	
Videos	2009	-07-14 04:54	2009-07-14 03:20	2016-06-30 20:16	RD	0	
desktop.ini	174 2009	-07-14 04:54	2009-07-14 04:54	2009-07-14 04:54	HSA	174	

2. Navigate to the folder where you download the file to, in this example C:\user\Public\Downloads.



- 3. Click the file to extract.
- 4. Click the **Extract** button. The file will be extracted to the same folder it is currently. The file doesn't have a password, so none is required.



Dz Extract	
Extract to: C:\Users\Public\Downloads\Lineitem-RM_C	ustomer-2020-01-02-105500\ 🗸 📖
Path mode: Full pathnames	Password
Overwrite mode: Ask before overwrite ▼	Show Password
ОК	Cancel Help

- 5. Navigate to a new folder location if you wish to; or alternatively
- 6. Click the **OK** button to extract the csv file. The file is extract into a new folder with the same file as the file.

Zz C:\Users\Public\Down	loads\		e								
File Edit View Favo	rites Tools Help										
🕂 🗕 💎 🛛	•• 🔿 🗙	i									
Add Extract Test C	Copy Move Delet										
🧊 🌗 C:\Users\Public	Downloads\										
Name			Size	Modified	Created	Accessed	Attributes	Packed Size	Comment		
lineitem-RM_Custom				2020-11-11 12:35	2020-11-11 12:35	2020-11-11 12:35	D	0			
Lineitem-RM_Custom	ner-2020-01-02-1055	00.zip	182	2020-11-11 12:30	2020-11-11 12:30	2020-11-11 12:30	A	182			
1 object(s) selected	182	182	2020-11-1	1 12:20							
T object(s) selected	102	102	2020-11-1	1 12:50							

The file is now ready to be processed.



1000

# 7. Adding Public Key - WinSCP

#### 1. Start **WinSCP** and the *Login* dialog box appears.

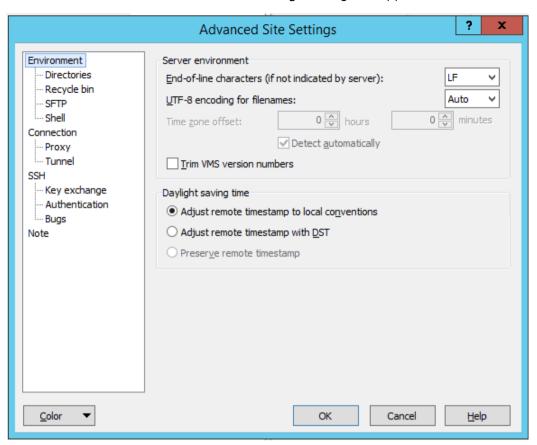
3rd Party Desktop	- Desktop Viewer								– 🗆 X
<b>B</b>				WinSCP					_ 0 ×
Local Mark Files C	ommands Session Options Remote	e Help							
🖶 🚝 🔁 Synchron	nize 🗾 🧬 💽 🎒 Queue	<ul> <li>Transfer Setting</li> </ul>	s Default 🔹 🥵 🗸						
Vew Session									
	• 🚰 🔽   💠 • 🔶 - 📘 [	1 🔒 🛃 😘			- 🚰 🔽 🔍	⊢ - → -   🖻 🖄 😭	2 🔯 Find Files	2	
	dit 🔹 🗙 🛃 🕞 Properties 📑 🕞					🛃 🕞 Properties 📑			
C:\Documents				1 100					
Name ^	Size Type	Changed		Name		Size Changed	Rights	Owner	
<u></u>	Parent directory	04/11/2020 13:29:2	-	Login		_ 🗆 X			
			RM MDD Connection	Session Ele protocol: SFIP Host name: xxxxx.xxx.xxx User name: Econoco Edit Log	Password:	Port number: 22 Advanced v			
0 B of 0 B in 0 of 0 Not connected.									

- 2. Highlight the *RM MDD Connection* on the left pane.
- 3. Click the **Edit** button. The *advance* button is now activated.

<b>≦</b> ⊌	Login 📃 🗖 🗙
RM MDD Connection	Session File protocol: SFTP ▼ Host name: Port number: xx.xx.xx. 22 ∞ User name: Password: E000000 Save ▼ Cancel Advanced ▼
<u>T</u> ools ▼ <u>M</u> anage ▼	Login V Close Help



4. Click the **Advance** button. The *Advance Site Settings* dialog box appears.



5. Click the **Authentication** option on the left pane.

The list of settings on the right side of the dialog box will change.

	Advanced Site Settings ? ×
Environment Directories Recycle bin SFTP Shell Connection Proxy Tunnel SSH Key exchange Authentication Bugs Note	Bypass authentication entirely         Authentication options
Color 🔻	OK Cancel Help



6. Click the **Browse** — button. The *Select private key file* dialog box appears.

<b>S</b>	Select private key	file		x
🗲 💿 🔻 🕇 🌗 This	s PC 🔸 OSDisk (C:) 🕨 Documents	~ ¢	Search Documents	Q
Organize 👻 New folder			:==	• 🔲 🔞
☆ Favorites	Name	Date modified	Туре	Size
Desktop	E000000 Private key.ppk	11/11/2020 13:22	PPK File	1 KB
Downloads				
🔠 Recent places				
🌉 This PC 🛛 🔳				
📔 Desktop				
Documents				
Downloads				
Pictures				
🛃 Videos				
SDisk (C:)				
🚌 New Volume (D:) 🗡	<	ш		>
File nar	me: E000000 Private key.ppk	~	PuTTY Private Key Fil	es (*.ppk) 🛛 🗸
			Open	Cancel

- 7. Highlight the public Key file. See how to generate a Public Key section.
- 8. Click the **Open** button. The *Select private key file* dialog box closes.

3rd Party Desktop - Desktop Viewer		- 0
Bu Contraction of the second se	WinSCP	_ 0
Local Mark Files Commands Session Options Remote Help		
🕀 🔀 😓 Synchronize 📰 🐙 💽 🍈 Queue 🔹 🛛 Transfer Settings Default	• 👩 •	
www Session		
💾 C: OSDisk 🔹 🚽 🚰 😨 🛛 🖛 🔹 🖚 💼 🔂 🏠 😤 🗞	- 🚰 🔽   🔶 - + - 1 🛍	🛅 🏠 🛃 🔯 Find Files 🔒
🕼 Upload 👻 🌈 Edit 👻 💒 🎝 Properties 🎽 🔂 🔢 🛨 📼 🕅	🛛 🔐 Download 👻 📝 Edit 👻 🛃 🕞 Properti	
C:\Documents		
Name Size Type Changed	Name Size Changed	Rights Owner
Name         Size         Type         Changed <ul> <li>Parent directory</li> <li>04/11/2020</li></ul>	Login 📮 🗖	x
	Session	
💭 New Site 📮 RM MDD Connec	tion Elle protocol:	
	SFTP	
	Host name: Port number:	
	xx.xx.xx 22	
	User name: Password:	
	E000000	
	Edit Advanced	
	<u>Ear</u>	
<u>I</u> ools <b>▼</b>	Manage 🔻 🔂 Login 🔽 Close Help	
0 B of 0 B in 0 of 0 Not connected.		

9. Click the Login button, to proceed with the connection.



# 8. Adding a Public Key - FileZilla

## 1. Start FileZilla.

3rd Party Desktop - Desktop Viewer	- 🗆 X
E File.	Zilla 📃 🗗 🗙
File Edit View Transfer Server Bookmarks Help ﷺ ♥ 📝 🗊 📬 🚓 🗱 🎉 🏁 🎕 🏈 🚍 👯 🌮 💏	
Host: Username: Password: Port: Quickconnect V	
Local site: C:\Documents\	Remote site:
Filename Filesize Filetype Last modified	Filename Filesize Filetype Last modified Permissions Owner/Gro
	Not connected to any server
Empty directory.	Not connected.
Server/Local file Direction Remote file Size Priority Status           Queued files         Failed transfers         Successful transfers	
	📟 Queue: empty 🔹 🗣

## 2. Click the Edit Menu.

3rd Party Desktop - Desktop Viewer									- 0	) X
File Edit View Transfer Server Book			FileZ	lilla						ð x
File Edit View Transfer Server Book	marks Help									
Network configuration wizard	r 🖻 🕂 🕈 🖍									
Clear private data	Password:	Port:	Quickconnect 💌							
Settings										~
										~
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1										
Local site: C:\Documents\			×	Remote site:						~
Apps			Ê							
🔿 🛺 AppsData										
Automation										
# fms-863-ut			~							
Filename	Filesize Filetype	Last modified		Filename	•	Filesize Filetype	Last modified	Permissions	Owner/Gro	
<u>.</u>										
						Not connected to any	server			
Empty directory.				Not connected.						
Server/Local file Direction	Remote file	Size Priority Statu:	5							
Queued files Failed transfers Success	ful transfers									
1 1									ueue: empty	
								- 4	searce couply	



3. Click the **Settings** option from the drop-down menu. The *Settings* dialog box appears.

		Settings
 Select page: Connection Active mode Passive mode FTP Proxy SFTP Generic proxy FIP Prox FIP Prox FIP Prox FIP Prox FIP Prox FIP Prox FIP Prox FIP Prox FIP Prox FIP Prox FI	< ====================================	Overview         For more detailed information about what these options do, please run the network configuration wizard.         Run configuration wizard now         Timeout         Timeout in seconds: 20 (10-9999, 0 to disable)         If no data is sent or received during an operation for longer than the specified time, the connection will be closed and FileZilla will try to reconnect.         Reconnection settings         Maximum number of retries:       2 (0-99)         Delay between failed login attempts: 5 (0-999 seconds)         Please note that some servers might ban you if you try to reconnect too often or in too short intervals.
OK Cancel		

4. Select the SFTP option in the left pane. The options on the right pane change.

Select page:       Public Key Authentication               Connection		Settings	x
	Select <u>p</u> age:	Public Key Authentication	
- Active mode	FTP	To support public key authentication, FileZilla needs to know the private keys to use. Private <u>k</u> eys:	
Filename Comment Data  Filename Filenam	Passive mode     FTP Proxy     Generic proxy     Generic proxy     File Types     File exists action     Interface     Themes     Date/time format	Filename Comment Data	
Image     Image       Image		Alternatively you can use the Pageant tool from PuTTY to manage your keys, FileZilla	>
OK Other SFTP options	ОК		
Cancel Enable compression	Cancel	Enable compression	



Click the Add keyfile button. The option on the right pane changes.

E		Select file containing pr	ivate key			x
🔄 🕘 👻 🕇 📕	• This PC	C ► OSDisk (C:) ► key	~ C	Search key		٩
Organize 👻 New fo	lder			1	-	0
Desktop	^ N	lame	Date modified	Туре	Size	
🗼 Downloads 🖳 Recent places		Private_key_e000000.ppk	11/11/2020 13:39	PPK File		2 KB
Finis PC Desktop Documents Downloads Music Pictures Videos CSDisk (C:) New Volume (D:						
	~ <					>
F	ile <u>n</u> ame:	Private_key_e000000.ppk	~	All files (*.*)	Cancel	<ul> <li>✓</li> <li>→</li> <li>→</li> <li>→</li> </ul>

- 9. Highlight the public Key file. See how to generate a Public Key section.
- 10. Click the **Open** button. The *Settings* dialog box now lists the added public key.

	Settings ×
Select <u>p</u> age:	Public Key Authentication
Connection	To support public key authentication, FileZilla needs to know the private keys to use. Private <u>k</u> eys:
Passive mode FTP Proxy SFTP	Filename     Comment     Data       C:\key\Private_key_e0000     rsa-key-202011     ssh-rsa 2048 79:f5:01:b6:41:fd:56:e9:aa:22:94
Generic proxy     Fransfers     File Types     File exists action	
<ul> <li>Interface</li> <li>Themes</li> <li>Date/time format</li> <li>Filesize format</li> </ul>	
File lists	
Language     File editing     Filetype associations	Add keyfile <u>R</u> emove key Alternatively you can use the Pageant tool from PuTTY to manage your keys, FileZilla
ОК	does recognize Pageant.
<u>C</u> ancel	Other SFTP options

11. Click the **OK** button. The *Settings* dialog box closes and the key is saved.



# 9. Generating a Public Key

We strongly advise you to contact your system administrator or IT support to complete this task.

- 1. Start PuttyGen.
- 2. Click the Generate button.

PuTTY Key Gener			? >
e <u>K</u> ey Con <u>v</u> ersio	ons <u>H</u> elp		
Key			
	into OpenSSH authorize		
tb82PGyqZEz3Wbht dKDugAcp5syp/EPL	eG9qqgxl5SVXl23GUpyl HyK8pvUdRFSTtwS+9Bb	9k5V4hIKo1pgwBB1MIT n7nnYtQ43Qv7PLYvZ+7	Fm3c9FlwESreR
+mr47qlx9GgdkGyt2	acVR1aZxikT7orRIMHA	2Wr2Diw2Ly24npqCHg8	xT65P1/GLXrsrZ
59aV9Z8QvDwVKo rsa-key-20201111	NNSRXNglUxeS8+5o4p/	//Zsctsb/2UZn8ztmDsm	g/gthKuFw==
Key fingerprint:	ssh-rsa 2048 cd:08:07	:16:87:79:ff:8f:99:37:5e:	71:d1:17:37:96
Key comment:	rsa-key-20201111		
Key passphrase:			
C <u>o</u> nfirm passphrase:			
Actions			
Generate a public/pri	vate key pair		<u>G</u> enerate
Load an existing priva	ate key file		<u>L</u> oad
Save the generated k	key	Save public key	Save private key
Parameters			
Type of key to generation	ate: DSA O <u>E</u> CDS	SA 🔿 Ed <u>2</u> 5519	○ SSH- <u>1</u> (RSA)
<u> </u>			

- 3. Click the **Save private key** button. Navigate to where you would like to save the public key. This key is not to be provided to anyone else.
- 4. Click the **Save public key** button. Navigate to where you would like to save the public key. This key needs to be given to Royal Mail.
- 5. Send by email the public key to mailmark@royalmail.com



.....

Royal Mail, the cruciform and all marks indicated with <sup>®</sup> are registered trademarks of Royal Mail Group Ltd. Mailmark <sup>©</sup> Royal Mail Group Ltd 2020. All rights reserved.