

**Purpose** (*What does the SOP accomplish?*)

This document provides an introduction to the process of uploading documents using Excel Spreadsheet method. Due to security considerations, the address of USDA Server and the userID and Password will only be shared with the exporters via email. The AMS technical staff will be reviewing the process of upload with the exporters and their technical staff.

**Applicability** (*Who will use this SOP and in what situations?*)

This SOP applies to the upload of Certificates to eTDE system using the Excel method.

**Requirements** (*What materials are required for SOP*)

A client FTP software and knowledge of the information listed below.

**Procedures**

The specification for the connection to USDA server is as follows:

**Protocol to use:** SFTP/SSH

**Port:** 22

**UserID/Password:** For security purposes, this information will be sent via private email to the exporter.

**FTP Client Software:** Any FTP Client software with SFTP/SSH capability will do. If you have one in house, please use. If you need to purchase one, you can consider WS\_FTP Client from IPswitch (if you so desire). The approximate cost for the WS\_FTP (IPswitch) is \$89 - \$100.

**USDA's Server address:** For security purposes, this information will be sent via private email to the exporter.

**Location to upload to:** eSCAN directory

The eTDE technical staff will provide a sample Excel Spread sheet to the exporting company when the process is being reviewed with them.

Target file size per document page: 250K