The Division is now offering the Secure File Transfer Protocol (FTP) option for transmission of Electronic Data Interchange (EDI) Transactions. Missouri Trading Partners can connect directly to the state's secure server to transmit files and receive acknowledgements.

Connection

Any FTP client software may be used by the Trading Partner, provided it is capable of connection to the state's secure server. The settings needed for setting up the client software used to transmit files and pick up acknowledgements are as follows:

Servertype: SFTP using SSH2
Logontype: Normal
External IP: 168.166.15.152
Port: 22

Folder Prefix Name

Each FTP Trading Partner will have an individual folder set up on the secure FTP server and will only have access to that folder. The folder name will consist of up to 10 characters and will be as descriptive as possible. Folder names will be in all lower case. Folder names will be the same as the User ID for Secure FTP. During testing, the password for the user account will be the same as the User ID. Once in Production, the password will be changed and communicated to the Trading Partner by telephone <u>only</u>.

Each FTP Trading Partner will be issued a 2-character prefix to be used in naming the files to be transmitted to the state. This information will be contained in a confirmation email sent to the Trading Partner.

Transmitting Files

The files sent by the FTP Trading Partner should be named in the following format:

PPYYDDDS (total of 8 characters) where:
        PP – Trading Partner assigned prefix
        YY – 2-digit Year
        DDD – 3-digit Julian Day
        S – Sequence ID (1 thru Z)
        .txt – Format file **must** be in

Using the above standards, each FTP Trading Partner would be able to transmit up to 35 individual files PER DAY. These flat files must use a Line Feed (LF) record delimiter. This ensures the file will be in a format we are able to process.

Acknowledgements

Acknowledgement files created by EDI will be named in the following format:

KPPYDDDS (total of 8 characters) where:
K – Signifies Acknowledgement file
PP – Trading Partner assigned prefix
Y – 1-digit Year
DDD – 3-digit Julian Day
S – Sequence ID (1 thru Z)
.txt – Format file must be in

The day and sequence ID will match the corresponding input file. The acknowledgement file will be placed in the Trading Partner folder to be picked up by the Trading Partner. Once files are picked up, they MUST be removed from the folder. Acknowledgment files more than 30 days old will be removed from the server.

If you have any questions, please contact Missouri Department of Labor and Industrial Relations, Division of Workers' Compensation, EDI Technician at 573-526-4943.