Value added. Value shared.

How to upload your catalogue via SFTP

At Unite, catalogues are transferred via **SFTP (Secure File Transfer Protocol)**. This ensures your data is transmitted securely and encrypted. SFTP is widely supported by free tools and is easy to use.

Once your onboarding begins, you'll receive access to a personal SFTP account for submitting your catalogue files. You'll need an FTP client (such as FileZilla or WinSCP), the server address, and your login credentials.

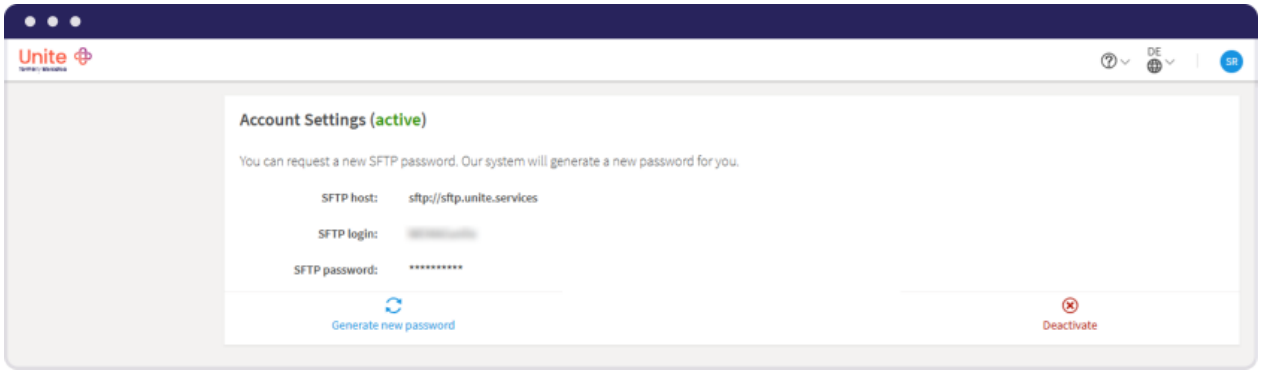
Generate your SFTP password

1. Log in to the catalogue management tool.

2. Go to the menu on the left and select 'SFTP settings'.



3. Scroll down to 'Account settings' and click on 'Generate new password'.



Having trouble accessing your account?

You may be signed in with the wrong role, for example if you're also a Unite buyer or have multiple linked accounts. To switch roles, use the 'Change user' function:

- Click on the round icon with your initials in the top right corner of the screen.
- Then click on 'Change user' to select a different role.



- If your account hasn't been migrated from FTP to SFTP yet, please contact support@unite.eu.

Connect to the SFTP server

SFTP connection parameters

Setting	Value
Protocol	SFTP
Server address	sftp.unite.services **Note:** Some SFTP clients require the full protocol specification: sftp://sftp.unite.services
Port	22
Username	Provided during onboarding or visible in 'SFTP settings' in the 'catalogue management tool'
Password	Use the one you generated in the step above

Set up the connection with an FTP client

To transfer data via SFTP, you'll need an FTP client. We recommend using **FileZilla** or **WinSCP**.

FileZilla

A brief guide is available here: **FileZilla Client Tutorial (EN)**.

Follow these steps:

1. Install the software on your computer.

2. In the Quickconnect toolbar, enter the following information:

- **Address:** sftp.unite.services
- Your SFTP username and password
- **Port:** 22

3. Click **Quickconnect** to establish the connection.

WinSCP

Follow these steps:

1. Install WinSCP on your computer.

2. On the login screen, enter the following information:

- **Protocol:** SFTP
- **Host name:** sftp.unite.services
- **Port number:** 22
- Your SFTP username and password

Naming convention guideline

Please follow our file naming conventions when naming your files. You'll receive your CatalogueID during onboarding.

File type	Format	Naming pattern	Example
Catalogue file (XML format)	xml zip rar	catalogueID_catalog.format	12345_catalog.xml 12345_catalog.zip 12345_catalog.rar
Catalogue file (CSV format)	csv txt	products_catalogueID_language.format categories_catalogueID_language.format	products_12345_eng.csv categories_12345_eng.csv products_12345_eng.txt categories_12345_eng.txt
Stock availability	csv	availability-data-catalog-catalogueID.format	availability-data-catalog-12345.csv
Media files (images, PDFs)	zip rar (up to Version 4)	images.format pdf.format	images.zip images.rar pdf.zip pdf.rar
Conditions files (optional)	csv	catalogueID_conditionsfile.format catalogueID_pricefile.format catalogueID_deliverytime.format catalogueID_weee_number.format catalogueID_tariffnumber.format catalogueID_returncondition.format	12345_conditionsfile.csv 12345_pricefile.csv 12345_deliverytime.csv 12345_weee_number.csv 12345_tariffnumber.csv 12345_returncondition.csv

Transmit catalogue data via SFTP

A catalogue usually consists of several different files:

- Catalogue file (XML or CSV)
- Conditions files (optional)

- Stock availability files (optional)
- Images, datasheets, and safety data sheets

To upload your catalogue, place all related files, including media files, optional conditions files, and stock availability, into the corresponding subfolders on the SFTP server.

If these folders don’t exist, please create them manually following our file naming conventions:

File type	SFTP subfolder
Catalogue files (XML/CSV)	/catalog//
Stock availability (optional)	/catalog//
Media files (images, datasheets)	/catalog/media/

Please note the following important information:

- The SFTP server is for data exchange purposes only.
- A complete initial upload of all required files is necessary.
- For later updates, it is sufficient to upload only the changed files. Unchanged files will be retained automatically.
- You don’t need to inform Unite when re-uploading or updating catalogues.
- Folder names must not be changed without prior approval from Unite, as this may disrupt automated processing.
- If any uploads fail, they will appear in the ‘un-processable’ folder for your review.

Technical support

If you have any questions about the technical implementation, please contact: support@unite.eu.