

## 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.

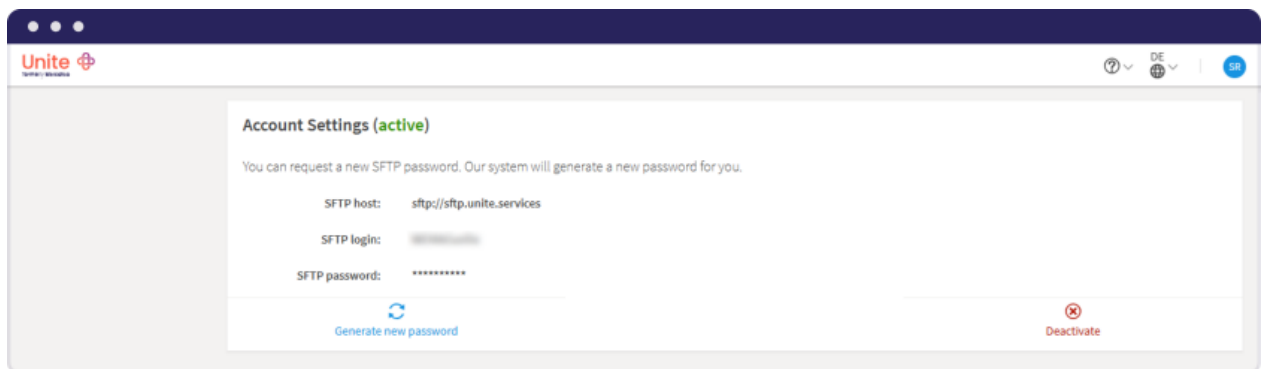
Once your onboarding begins, you'll receive access to a personal SFTP account for submitting your catalogue files. You'll need an FTP client (such as FileZilla or WinSCP), the server address, and your login credentials.

### 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](mailto:support@unite.eu).

## Connect to the SFTP server

### SFTP connection parameters

| Setting        | Value   |
|----------------|---|
| Protocol       | SFTP  |
| Server address | sftp.unite.services<br><b>Note:</b> 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

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## 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  |
|------------------------------------|------------------------------------|--|--|
| <b>Catalogue file (XML format)</b> | xml                                |  | 12345_catalog.xml                                  |
|                                    | zip                                | catalogueID_catalog.format                   | 12345_catalog.zip                                  |
|                                    | rar                                |  | 12345_catalog.rar                                  |
| <b>Catalogue file (CSV format)</b> |                                    |  | products_12345_eng.csv                             |
|                                    | csv                                | products_catalogueID_language.format         | categories_12345_eng.csv                           |
|                                    | txt                                | categories_catalogueID_language.format       | products_12345_eng.txt<br>categories_12345_eng.txt |
| <b>Stock availability</b>          | csv                                | availability-data-catalog-catalogueID.format | availability-data-catalog-12345.csv                |
| <b>Media files (images, PDFs)</b>  |                                    |  | images.zip   |
|                                    | zip                                | images.format                                | images.rar   |
|                                    | rar (up to Version 4)              | pdf.format                                   | pdf.zip  |
|                                    |                                    |  | pdf.rar  |
| <b>Conditions files (optional)</b> |                                    | catalogueID_conditionsfile.format            | 12345_conditionsfile.csv                           |
|                                    |                                    | catalogueID_pricefile.format                 | 12345_pricefile.csv                                |
|                                    |                                    | catalogueID_deliverytime.format              | 12345_deliverytime.csv                             |
|                                    | csv                                | catalogueID_weeee_number.format              | 12345_weeee_number.csv                             |
|                                    |                                    | catalogueID_tariffnumber.format              | 12345_tariffnumber.csv                             |
|                                    | catalogueID_returncondition.format | 12345_returncondition.csv                    |  |

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## 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/<CatalogueID>/ |
| Stock availability (optional)    | /catalog/<CatalogueID>/ |
| 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](mailto:support@unite.eu).