

# ClearTax E-Waybill FTP Magnet

Version 1.0

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## 1. Purpose

The purpose of this document is to provide techno-functional overview of how ClearTax FTP Magnet works.

## 2. Introduction to FTP Magnet

ClearTax E-Waybill has state-of-the-art restful APIs that can be used to send data from ERP to ClearTax. The customer can consume these APIs and push data to ClearTax on real time or scheduled basis. Some customers may not be able to consume the APIs directly in the ERP for reasons like:

1. No in-house IT team to customise the ERP.
2. Cost of development may be too high.
3. Time required for integration may be more.

In such case, the customer can use the FTP route to send data from ERP to ClearTax with the help of ClearTax FTP Magnet.

## What is ClearTax FTP Magnet?

FTP Magnet is a middleware application between the customer's FTP server and ClearTax E-Waybill application. The customer can export data from ERP to their own FTP server. The FTP Magnet will pull these files from the FTP server and will upload them to ClearTax E-Waybill application.

## Multi-GSTIN Multi-Branch support

The FTP Magnet can upload documents to multiple GSTINs and Branches in a user account with the same configuration using the defined directory structure and strict file naming conventions.

## Custom Template

The FTP Magnet is compatible with ClearTax E-Waybill template as well as custom templates which have been already mapped in the customer's account.

## Failure Notification

In case of failure of upload of any file to ClearTax, the FTP Magnet sends out a failure notification email to the customer.

# 3. Onboarding

To use ClearTax FTP Magnet, we will require some preliminary information as discussed below:

## 3.1 FTP Server Configuration

The FTP Magnet is compatible with FTP, FTPS and SFTP protocols. Using the FTP server configuration details, the FTP Magnet connects to the FTP server. In order to ensure that connections can be established at all times, it is recommended to keep the server switched on.

## 3.2 FTP User Credentials

The files in the FTP can only be accessed by logging into the FTP directory with the FTP user credentials. The FTP user assigned for this integration should have both read and write permissions for the designated directory and sub-directories.

## 3.3 Directory Structure

The directories in the FTP server act as a data source to the FTP Magnet as well as a way to segregate successful and failed uploads. Following is the required directory structure:

```
ClearTax/  
├── Source  
├── Success  
└── Failed
```

Here, "ClearTax" is the designated directory in the FTP server which will have 3 more subdirectories as explained below.

1. The "Source" subdirectory will be the primary data source where the ERP exports the files. The FTP Magnet will pull documents from this directory for uploading to ClearTax.
2. If the file upload succeeds, the FTP Magnet moves that file from "Source" to "Success" subdirectory.
3. If the file upload fails, the FTP Magnet moves that file from "Source" to "Failed" subdirectory.

**Note - Directory and subdirectory names are configurable.**

## 3.4 File Naming Convention

ClearTax allows a user to manage multiple GSTINs and Branches from the same user account. At the time of uploading data to ClearTax, it is important to specify which GSTIN and Branch that particular document belongs to.

While exporting data from the ERP to the FTP server, the customer will have to use the below file naming convention. This is very crucial as the identity of the GSTIN and Branch depends on the filename.

Format 1 - With hyphen

**GSTIN-BRANCH-FILENAMEWithDateTimeStamp.XLSX**

Example: 29AEKPV7203E1Z9-Mumbai-ewb16052019015401.XLSX

Format 2 - With underscore

**GSTIN\_BRANCH\_FILENAMEWithDateTimeStamp.XLSX**

Example: 29AEKPV7203E1Z9\_Mumbai\_ewb16052019015401.XLSX

**Note: ClearTax supports XLSX, XLS and CSV formats/extensions.**

## 3.5 Failure Notifications

The customer can provide an email address to receive failure notifications.

While trying to upload a file to ClearTax, if the FTP Magnet gets an error response from ClearTax, it sends out a failure notification to the email address provided for such type of communication. This can be helpful for the business user to check the file from the "Failed" directory and review the data in it and try uploading again.