

**KENDA**  
TRACTION



# SFTP Training

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# OVERVIEW

- Eliminates the need to login to Kendatraction.com
- Eliminates necessity to utilize bulk claiming upload functionality of the website
- File will be processed overnight and results posted on the Kendatraction.com website.

# FILE FORMAT

- Please follow the format provided below to successfully upload your file.

DEALER IDENTIFIER	DISTRIBUTOR NUMBER	DISTRIBUTOR POSTAL CODE	INVOICE NUMBER	INVOICE DATE	PRODUCT CODE (SKUS)	QUANTITY
P6786789876	P05900	54915	99652	11/14/2014	17007	4

## FILE FORMAT (continued)

- **Guidelines:**
- Only upload claim records that were not previously loaded.
- Do not include headers in your file.
- Product Codes (SKUS) must be entered exactly as they appear on the
- To avoid duplicate records where dealer identifier, invoice number, invoice date, and product code are all the same, please either use unique invoice numbers OR sum the total quantity into one row
- All fields are required.

# FILE FORMAT (continued)

- Your Sample File:

P6786789876	P05900	54915	99652A	11/14/2014	17007	4
P6786789876	P05900	54915	99652B	11/14/2014	17007	4
P6786789876	P05900	54915	99652C	11/14/2014	17007	4
P6786789876	P05900	54915	99652D	11/14/2014	17007	4

- **Creating Your Own CSV File**
- A CSV file must be created and uploaded by using Microsoft Excel. Once you have completed the 7 columns of data in Excel, choose File, Save As. Then choose the location and file name that you would like. There is a drop down menu that is labeled "Save As Type". Choose "CSV (Comma Separated) \*.csv" from the menu and Click "Save". You will receive 2 prompts after saving where you must choose "OK". Now you are ready to upload the CSV file to submit your claim.

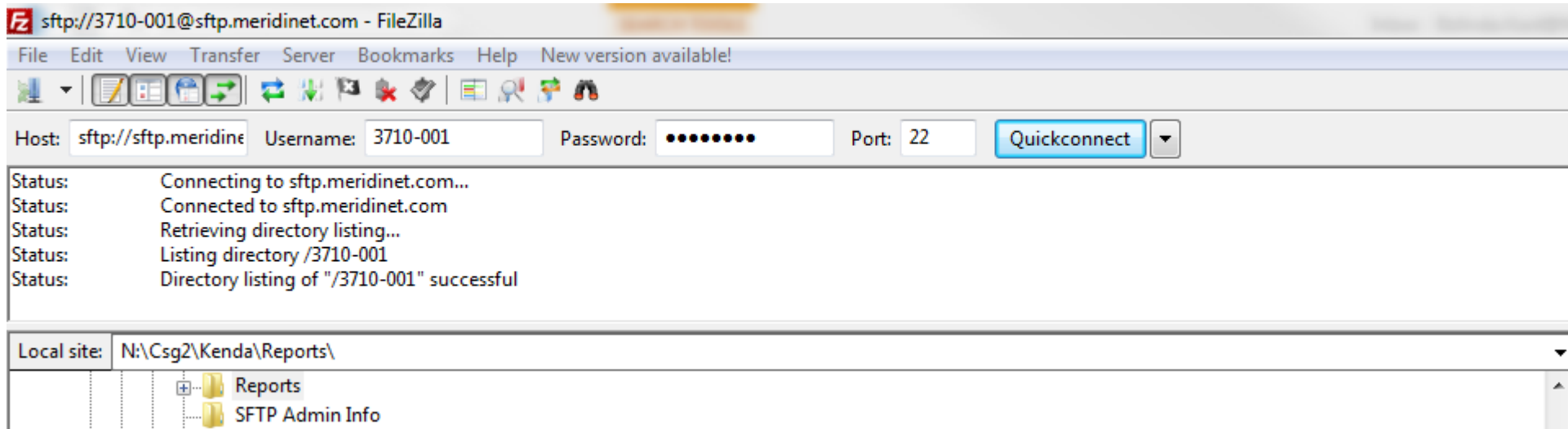
# SFTP CREDENTIALS

- Required Log on information as follows:
- Host name: `sftp.meridinet.com`
- User ID: Provided to you via email
- Password: Provided to you via email
- Port: 22

# UPLOAD PROCESS

- Using the SFTP file loader, FileZilla, enter the credentials as provided.

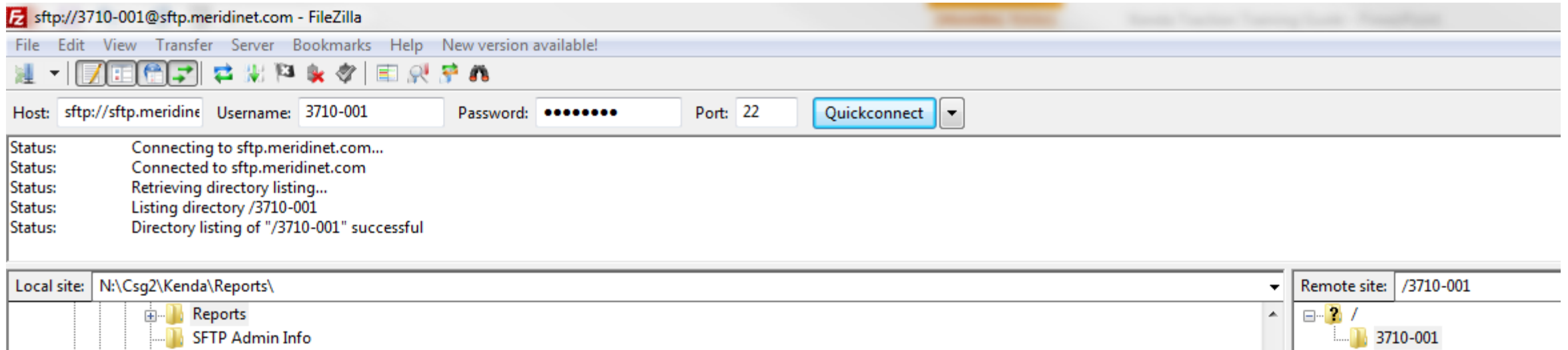
## Example





# UPLOAD PROCESS (Continued)

- Once logged in successfully, you will see the following layout



Left side shows computer drive/file access

Right side shows SFTP

# RESULTS

- Once processed, results can be found on the [Kendatraction.com](http://Kendatraction.com) website, Error Report
- Rejected performance files will need to be reviewed, updated and reloaded through the SFTP process.

# CONTACT NUMBERS

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