SFTP – Uploading data files

The following is a guide on how to **UPLOAD** large files to be sent to New Zealand Post from external clients using the **SFTP** method

1. Navigate to the **SFTP** URL https://ecnftp.co.nz/ecnftp/ Login page should now be displayed on screen (NB: if you access the SFTP site, and the **USERNAME** field has the user name details and the **INITIAL DIRECTORY** field has **/from-post**, enter the **PASSWORD** and go directly to Step 3)

2. Enter Username and password details and then click on **LOGIN**. Main Directory page
    should now be displayed on screen

100% Script finished in 2.95 seconds

New Zealand Post

202.135.116.220

/

Directory Tree: root /

Language: English
Skin: Blue

Upload					Transform selected entries:	Copy	Move	Delete	Rename

Download Unzip Size

All	Name	Type	Size	Owner	Group	Perms	Mod Time	Actions
	Up ..							
☐	from-post	Directory	4096	PROD_PAF_TEST	ftpgroup	rwxr-xr-x	Jun 9 03:31	
☐	to-post	Directory	4096	PROD_PAF_TEST	ftpgroup	rwxr-xr-x	Jun 9 21:02	
☐	readme.txt	Text file	0	PROD_PAF_TEST	ftpgroup	rw-r--r--	Jun 9 03:27	

Directories: 2
Files: 1 / 0 B
Symlinks: 0
Unrecognized FTP output: 0

Help Guide

MESSAGE NOT FOUND
The ECN Group

3. Click on the **TO POST** folder icon. The **TO POST** directory should now be displayed on the screen

4. Click on the UPLOAD button
   On the next screen, select Browse……………..
   To locate the file you wish to upload, once you have selected the file, click the green tick at the top of the page.
   You will see the file uploading via the progression bar at the bottom of the screen (dependent on browser being used), once this is complete the file should be uploaded to SFTP

5. Once the file has been uploaded advise datasolutions@nzpost.co.nz that the file is available on the SFTP