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**ITW - User manual for sending and receiving files (external users)**

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Information Systems Department

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## Control Sheet

<b>Title</b>	ITW - User manual for sending and receiving files (external users)
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## Change Log

<b>Version</b>	<b>Date</b>	<b>Reason for the change</b>
01	01-06-2010	Initial version
02	14-12-201	Included file receipt

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## 1 Introduction

The ITW channel has been created to provide an interface to send files to Banco de España applications that is technologically simple and easily accessible. The goal is to make it possible for any Banco de España interlocutor to send files in the least expensive and simplest way possible. The only thing necessary is a valid certificate for the Banco de España and Internet connection to the Banco de España services network (RedBde) or the administrative intranet.

This document describes the requirements and use of the system by authorised users.

## 2 Prior requirements to use the system

The department that owns the information to be exchanged shall prepare the specific instructions and guidelines for each exchange process (named in this "User Manual" document, although they may have a different title), also indicating the communication channels allowed for the process and, in the case of the ITW channel, the certificates valid to access the same.

### 2.1 Equipment

- Internet Browser Internet Explorer 6.0 or higher.
- Valid digital certificates as per the process User Manual.
- Access to the network from which the files shall be sent

### 2.2 Registration procedures and authorisation of a process on the ITW channel

Before sending process data on the ITW channel, you must:

- Carry out the procedures to register the process on the ITW channel.
- Obtain authorisation of a certificate to send the data of said process.

These procedures are described in the document "External Instruction 2005.24. User manual for telematic file exchanges with the Banco de España", available at the following address:

<http://www.bde.es/webbde/es/secciones/servicio/intercambio/intercambio.html>

Once the process has been registered, if a new certificate for said process must be authorised, you must follow the same procedure as followed for the initial authorisation.

### 3 Operation for sending files

#### 3.1 Access to the channel

In accordance with the process specifications that appear in the User Manual of the same, this may be available on one or several of the following networks: Banco de España services network (RedBde), administrative intranet and internet.

##### 3.1.1 Access through RedBdE or Administrative Intranet

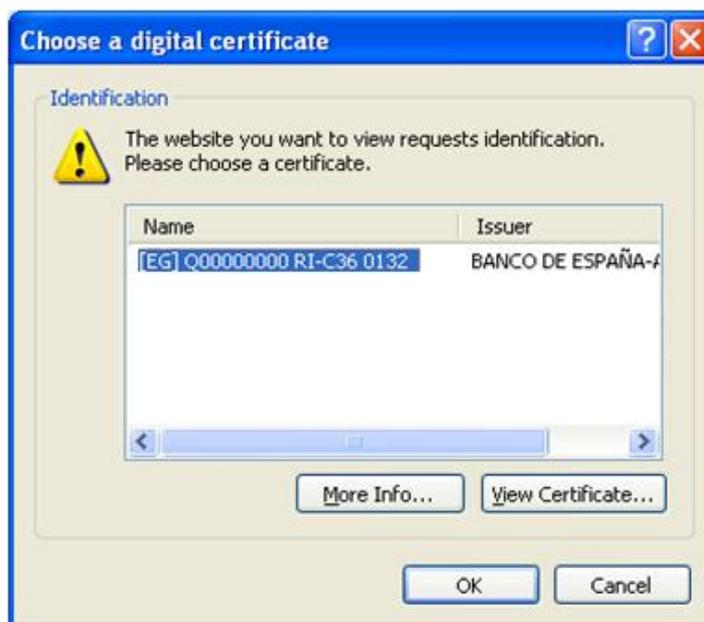
For access through the Banco de España services network (RedBdE) or the administrative intranet, access the portal <https://portalsbe.redbde.es>, select the submenu *Telematic file exchanges with Banco de España*, and click on *Access to ITW (Web channel for telematic file exchange)*.

##### 3.1.1 Access through the Internet

For access through the Internet, access the page <http://www.bde.es>, and in the *services* submenu select the *Telematic file exchange* section then click on *Access to ITW (Web channel for telematic file exchange)*.

#### 3.2 Selecting and sending or receiving a file

Identification is made by selecting the certificate that is authorised for the file sending or receiving processes. To do this, a window appears that requests the certificate with which you wish to access the channel.



Once selected and validated the appropriate certificate it gives access to the following page:

**BANCO DE ESPAÑA**  
Eurosistema

**Banco de España Web Based File Transfer Channel**

Español | English

Welcome to Banco de España Web Based File Transfer channel. It will allow you file upload/download linked to the Banco de España's file exchange processes.

To carry out a file exchange process, you have to ensure that you have followed the instructions described in the document [Guía de transferencia telemática de archivos](#)

**Identification**

Entity Code	9000
Entity Name	Q00000000 - INVERSIONES SA

**Exit** **Receive** **Send**

Through a link, this page indicates where to find the information of the procedures to be carried out in order to use the channel, and it shows the identification details of the entity as it appears in the Banco de España register.

If the certificate is not authorised for any file sending or receiving process, the following error message appears:

**There are no authorised processes**

And no button to access the channel will appear.

If you have authorisation for a sending process the **"Send"** button will appear and, if you have authorisation for receiving processes, the **"Receive"** button will appear.

### 3.2.1 Sending a file

When you click on the **"Send"** button on the identification page, the following will appear:

The screenshot shows the 'Banco de España Web Based File Transfer Channel' interface. At the top, there is a header with the Banco de España logo and 'Eurosistema' text. Below the header, there are language options for 'Español' and 'English'. The main content area is divided into three sections:

- Process ID and file selection:** A section with instructions: 'Select the file location on your computer and click on the add button. Later you could remove it if the file is not correct using the delete button.'
- Identification:** A text input field containing '9000 - Q00000000 - INVERSIONES SA'.
- Process selection (+ Info):** A section with a 'Process ID Filter \*' input field and a 'Search' button. Below it is a 'Process ID' dropdown menu with 'ITWPR1' selected. A note states: '\* You can select the process ID using the process filter field'.

The bottom section is **File selection ( Maximum file size 5 Mb ) (+ Info )**. It features a 'File \*' label, a 'Maximum number of files:1' label, and an input field. To the right of the input field are 'Examinar...' and 'Add' buttons. Below the input field is a 'Delete' button. A note states: '\* Select the file to be sent using the browse button and click on the add button. Later you could remove it if the file is not correct using the delete button'. A second note states: '\*\* The file send must fill the destination process requisites'.

At the bottom right of the interface, there are 'Home' and 'Send' buttons. At the very bottom, there is a footer: 'For any further clarifications or incident, please call + 34 91.338.66.66 or send an e-mail to [cau@bde.es](mailto:cau@bde.es)'.

This screen has three sections:

- **"Identification"**. Information on the user and the entity that has started the session.
- **"Process selection"**.
  - o **"Process filter"**. You can introduce part of the name of the process to search for all those that contain these characters and therefore reduce the drop-down list.
  - o **"Process"**. Drop-down list to select the process by which you wish to send the file.

- **"File selection"**. The **"Browse"** button opens a window that allows you to select the file to be sent. After accepting the file you must click the **"Add"** button to finalise the selection procedure. Should an error occur when choosing the file, you can cancel said file by selecting it and clicking the **"Delete"** button.

**NOTE:** If the size of the file to be transferred exceeds the permitted limit, a message will appear indicating this.

**NOTE:** The names of the files to be sent must comply with the specifications set in the process User Manual.

Finally, by clicking the **"Send"** button, the file will be incorporated and will previously appear on the following confirmation page:



The screenshot shows the 'Banco de España Web Based File Transfer Channel' interface. At the top, there is a header with the Banco de España logo and 'Eurosistema' text. Below the header, there is a navigation bar with 'Español' and 'English' language options. The main content area is titled 'Upload Confirmation' and contains the following text: 'The file is ready to be sent to Banco de España. Before click on the confirm botton, please check that the details below are correct. If not, click on cancel botton to return to the Process and File selection screen.' Below this text, there are two sections: 'Identification' with a text box containing '9000 - Q00000000 - INVERSIONES SA' and 'Upload details' with a table showing 'Process ID' as 'ITWPR1' and 'File' as 'itw\_test.txt'. At the bottom right, there are two buttons: 'Confirm' and 'Cancel'. At the bottom left, there is a footer with contact information: 'For any further clarifications or incident, please call + 34 91.338.66.66 or send an e-mail to [cau@bde.es](mailto:cau@bde.es)'.

Once confirmed, you access the final page that indicates that the file has been received correctly by the Banco de España and is pending processing. It also provides an identification number that will serve as a reference for any information requested about the file has been sent.

**BANCO DE ESPAÑA**  
Eurosistema

**Banco de España Web Based File Transfer Channel**

Español | English

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**File delivered in Banco de España**

The file has been received in Banco de España for internal validation and processing.  
Take down the following information or print this page for future reference.

**Identification**

9000 - Q00000000 - INVERSIONES SA

**Upload details**

Process ID	ITWPR1
File	itw_test.txt
Reference	20111003-154302-e65548fc-6355-4eae-891d-584ed0201ad8

[Print](#)

[Home](#) [Exit](#)

For any further clarifications or incident, please call + 34 91.338.66.66 or send an e-mail to [cau@bde.es](mailto:cau@bde.es)

Finally, if you wish to send or receive another file, you can return to the home page by clicking the "**Home**" button.

**NOTE:** incorporating the file does not eliminate it from the source system.

### 3.2.2 Receiving a file

By clicking the **"Receive"** button on the identification page, the following will appear:

**BANCO DE ESPAÑA**  
Eurosistema

**Banco de España Web Based File Transfer Channel**

Español | English

#### Process ID and file selection

From the list of available files, select the file you want to download.

#### Identification

9000 - Q00000000 - INVERSIONES SA

#### Process selection ( + Info )

Process ID Filter \*

Process ID

\* You can select the process ID using the process filter field

#### File selection ( + Info )

Process ID	Name	Date
ITWPE1	009000-ECM2011100315435278000-itw_test.txt	03/10/2011 15:45:15

<< < (1 records) Page 1 of 1 > >>

For any further clarifications or incident, please call + 34 91.338.66.66 or send an e-mail to [cau@bde.es](mailto:cau@bde.es)

This screen has three sections:

- **"Identification"**. Information on the user and the entity that has started the session.
- **"Process selection"**.
  - o **"Process filter"**. You can introduce part of the name of the process to search for all those that contain these characters and therefore reduce the drop-down list.
  - o **"Process"**. Drop-down list to select the process by which you wish to download the file.

- **"File selection"**. Initially, a list appears of all the files available for download. You can select a file from this list or use the **"Process filter"** to reduce the list of files. In this way, only the files of the processes whose name contains the characters introduced will appear.

The next step is to select the file from the list and click the **"Select"** button to check the file. Once selected, you access the page that allows you to save the file and confirm receipt:

The screenshot shows the 'Banco de España Web Based File Transfer Channel' interface. At the top, there is a header with the 'BANCODE ESPAÑA' logo and 'Eurosistema' text. Below the header, the page title is 'Banco de España Web Based File Transfer Channel'. There are language options for 'Español' and 'English'. The main content area is titled 'Download the file and confirm the receipt'. It contains instructions: 'The file is ready for downloading. Click on save to download the file to you local hard drive. Once you are sure tha the file is stored correctly in your local drive press the confirm button, otherwise click on cancel button. File receipt confirmation removes the file from the internal file transfer server.' Below this, there is an 'Identification' section with a text box containing '9000 - Q00000000 - INVERSIONES SA'. A 'Download details' section shows a table with two rows: 'Process ID' with value 'ITWPE1' and 'File' with value '009000-ECM2011100315435278000-itw\_test.txt'. At the bottom right, there are three buttons: 'Save', 'Confirm', and 'Cancel'. At the very bottom, there is a footer with contact information: 'For any further clarifications or incident, please call + 34 91.338.66.66 or send an e-mail to [cau@bde.es](mailto:cau@bde.es)'.

If we click the **"Save"** button, a window will appear indicating if we want to open or save it:



Once the file has been saved you must confirm that it has been correctly received with the corresponding button, passing to the final page, where an identification number will be provided that will serve as a reference for any information on the download. If cancelled, you return to the initial reception page.

The screenshot shows a web interface for Banco de España. At the top, there is a header with the logo 'BANCO DE ESPAÑA Eurosisistema' and the text 'Banco de España Web Based File Transfer Channel'. To the right of the header, there are language options: 'Español' and 'English'. Below the header, the main content area is titled 'Receipt Confirmation'. It contains the following text: 'The file has been downloaded correctly. Take down the following information or print this page for future reference.' Below this, there is a section titled 'Identification' with a text box containing '9000 - Q00000000 - INVERSIONES SA'. Underneath, there is a section titled 'Download details' with a table of information:

Process ID	ITWPE1
File	009000-ECM2011100315435278000-itw_test.txt
Reference	20111003-154830-0e47c3f3-56d2-44b6-89fc-d743883a8c32

To the right of the 'Reference' row, there is a 'Print' button. At the bottom of the page, there are two buttons: 'Home' and 'Exit'. At the very bottom, there is a footer with the text: 'For any further clarifications or incident, please call + 34 91.338.66.66 or send an e-mail to [cau@bde.es](mailto:cau@bde.es)'.

**NOTE:** It is important to take into account that confirming receipt implies deleting the file from the tray of files pending download.