FTP USER GUIDE

FTP SITE OVERVIEW

This FTP site is for the various manual order files to be uploaded

The order files uploaded will be automatically pulled into CTL's WMS daily (Mon – Fri) at 11am CST once Vendor Central PO's are approved

The order files MUST be .xlsx and must be named in the following fashion:

- **YYYYMMDD_FulfillmentOrder.xlsx**
- CTL will get notification of automation failure daily (Mon – Fri) at 11am CST
- CTL will advise ONE1Brands of the failure and a new order will need to be uploaded

ACCESSING THE FTP SITE

Link to FTP Site:

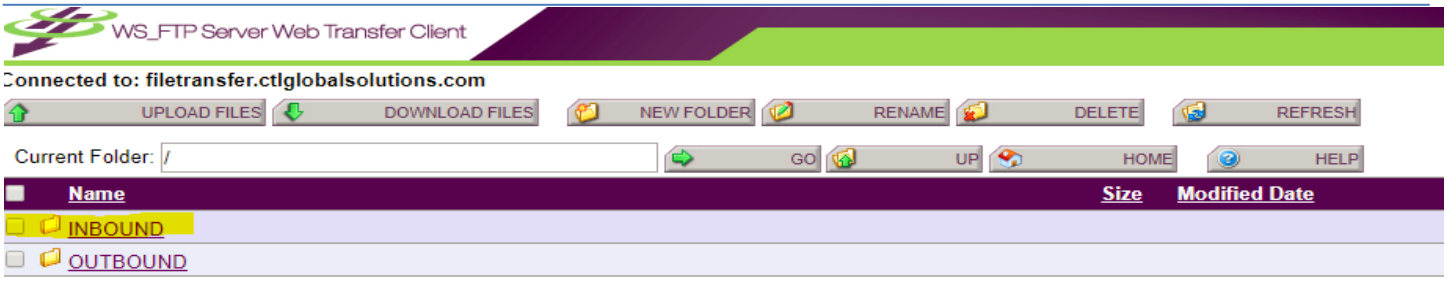
http://filetransfer.ctlglobalsolutions.com/thinclient/Login.aspx

Log In Screen:

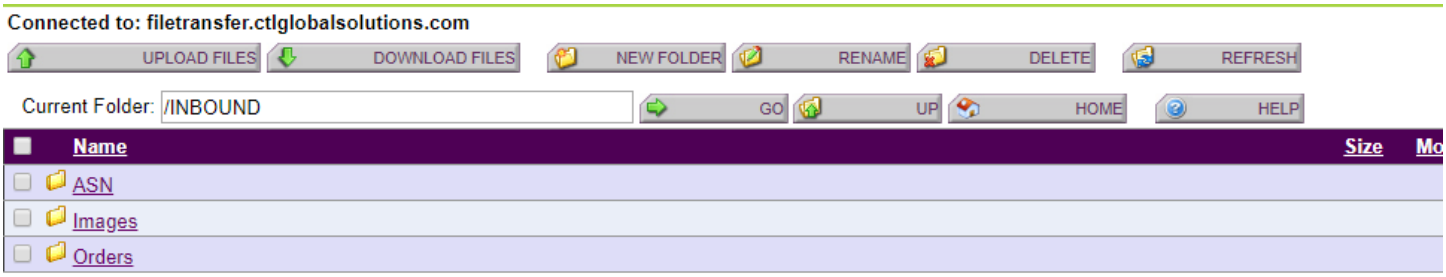
Username and Password are required

UPLOADING A ORDER FILE

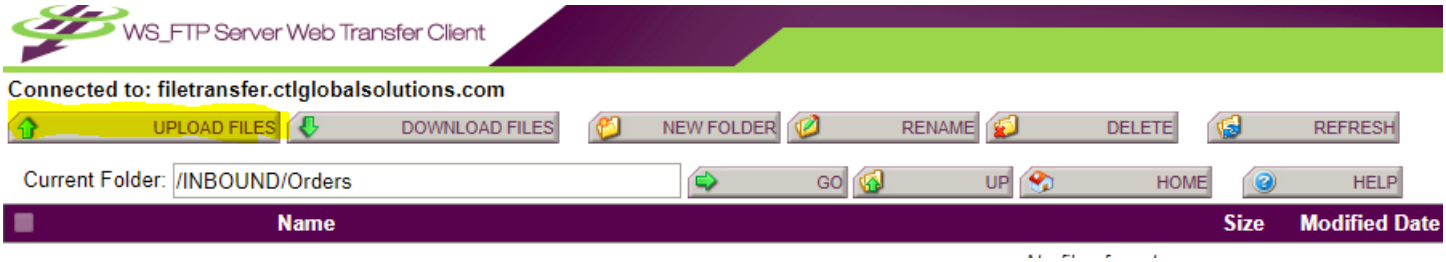
Once logged onto the site click on the INBOUND folder



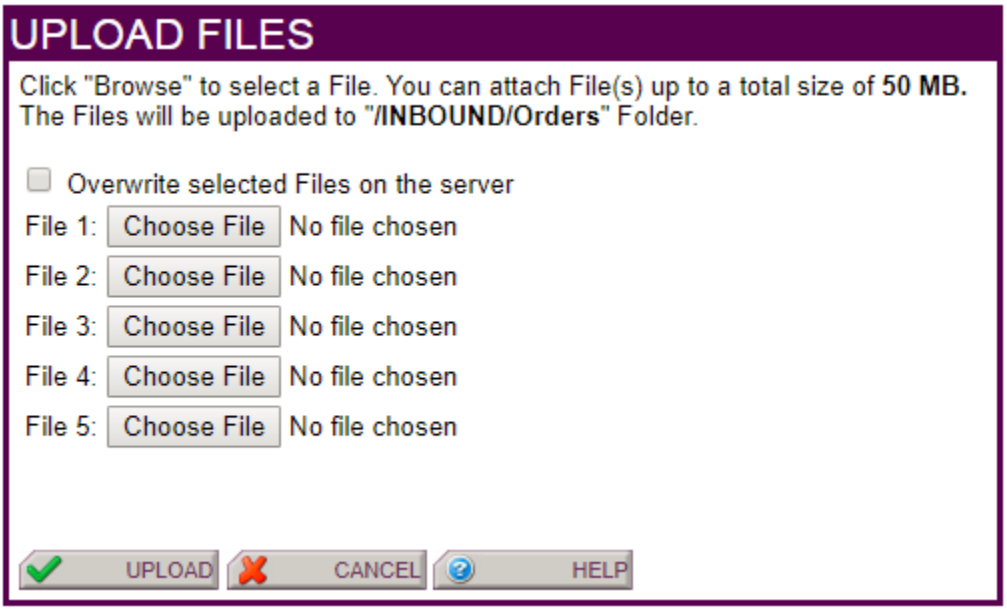
You will then be taken to a page with another set of folders to choose from. At this point you need to select the folder you are wanting to upload a folder to:



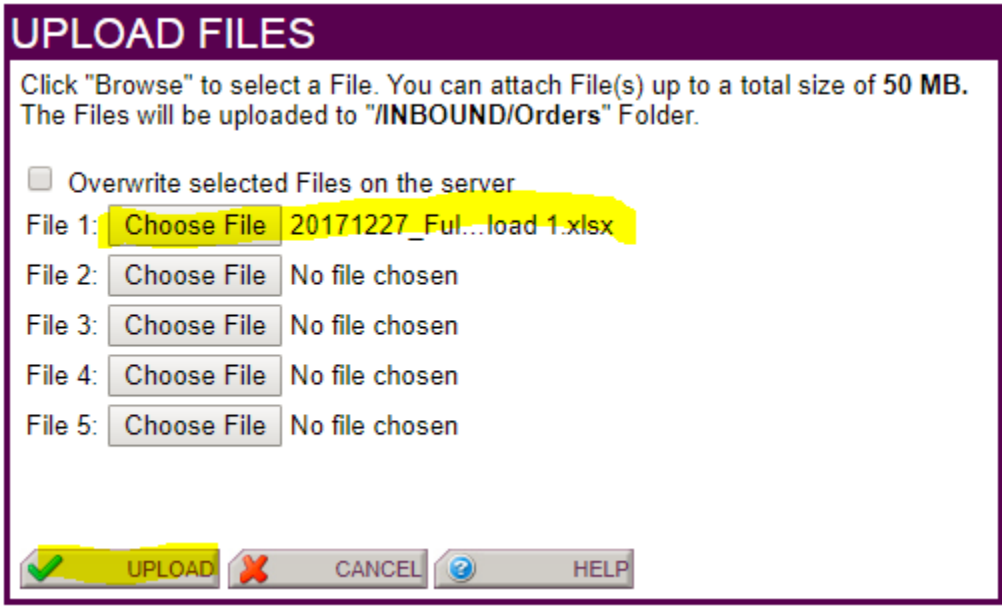
On the next screen you will click the UPLOAD FILES button



You will be asked to Choose Files to Upload. You can choose up to 5 files to upload at a time:



Once file(s) are choosen click the UPLOAD button.



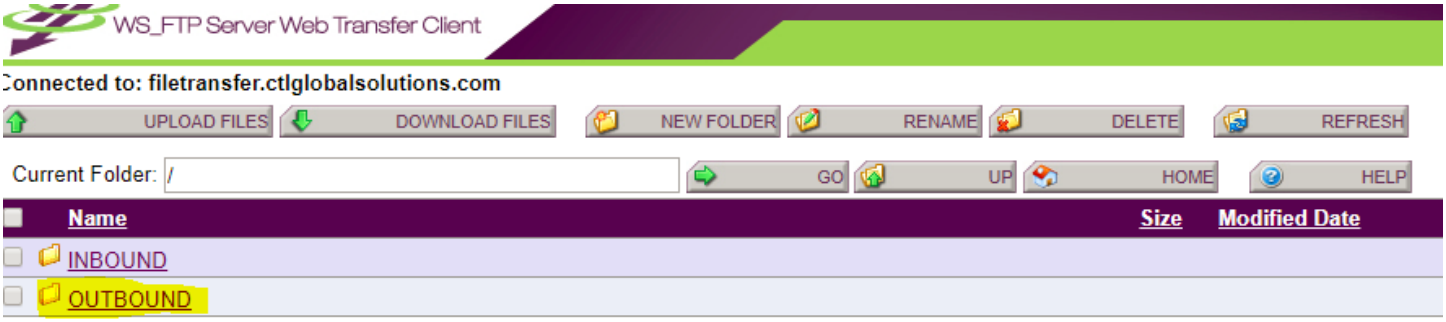
****Once you click UPLOAD the files automatically transmit to CTL****

If once you click UPLOAD and you see a file on the next screen, simply click the GO button and the file will transmit and disappear.

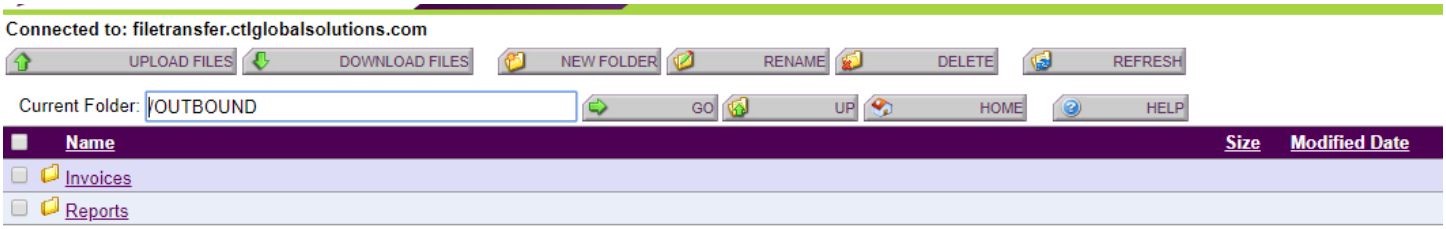
If you click GO and the file does NOT disappear, please contact CTL to troubleshoot.

RETREIVING A FILE

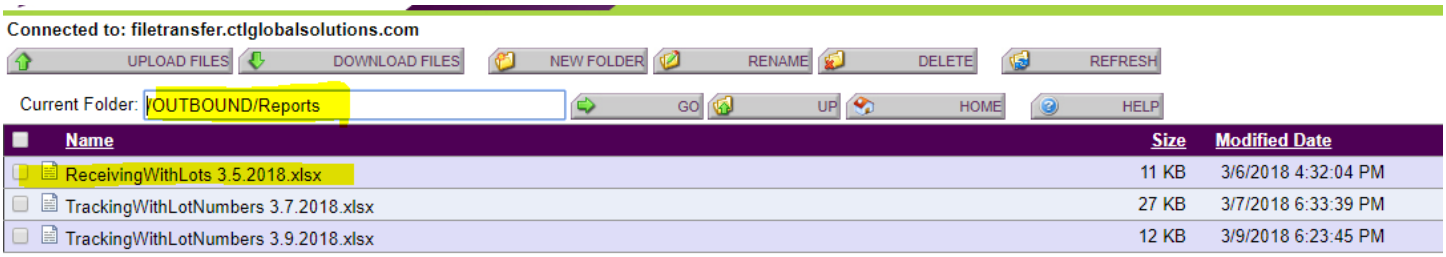
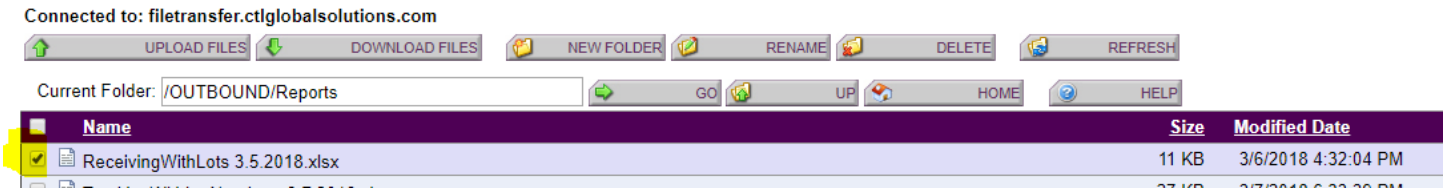
In order to retrieve a file that CTL has uploaded you will need to log in and instead of choosing INBOUND folder, select the OUTBOUND folder.



On the next screen select the folder that the file folder that has file dropped in it:



Click on the file you are wanting to open and it will download for vieweing:



If you want to delete a file simply click the box next to file to be deleted and click delete