



**Enterprise Message Transmission System
myFileGateway User Guide**

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1 Overview

1.1 Purpose

This document will provide information for a Trading Partner (TP) to send and receive transactions to and from the Enterprise Message Transmission System (EMTS) using myFileGateway.

myFileGateway is a Web browser-based interface that enables partners to perform following activities:

- Upload files
- Download files
- View recent activity and status for file transfers they participated in
- Generate reports for activity they participated in
- Change Password

1.2 Requirements

The requirements assume the Trading Partner already has the necessary software to create and send files over the Internet. In order to send and retrieve files, you will need following:

- Access to Internet
- Obtain the URL for myFileGateway from EMTS support group
- Login credentials to myFileGateway. A request for credentials can be made by contacting the EMTS support group.
- Disable the pop up blocker in your browser
- Set your browser options to use TLS 1.0 (in the Advanced tab)

2 Trading Partner Uploading Files via myFileGateway

2.1 Inbox Structure

See **Appendix A** for Inbound Filename Requirements.

Application/File Type	Directory Structure (mailbox)
CHASE-ASN/ASC (EDI 856)	/Inbox/EDI/CHASE (see note 1 & 2)
STARS (EDI 214)	/Inbox/EDI/STARS
Inbound batch EDI	/Inbox/EDI
OBT (VICS/VISTA) (Outbound Transportation)	/Inbox/OBT/EDI
OBT 2V/3R In/Out Gate (VISTAG)	/Inbox/OBT/2V3R
Modular Supplier (MS) EDI	/Inbox/MS/MSEDIX12 (see note 3)
EFID/CFD XML Invoices	/Inbox/NONEDI/EFID9086/EFIDINVS
All other inbound Non-EDI / Proprietary files	/Inbox/NONEDI/<CONSUMERID>/<MESSAGETYPE> (see note 4)

1. See Appendix D for EDI Transaction to Inbound Directory Cross Reference.
2. For Freight Consolidators sending in ASCs element ISA08 should be 04000FC. This instructs the CHASE system to process the 856 as an ASC rather than as an ASN.
3. EMTS will not process ASN/ASC transactions larger than 400k. If ASN/ASC's are larger than, they will need to be separated into multiple submissions smaller than 400k. The following error message will be returned: "FILE NOT PROCESSED. MAX FILE SIZE 400K LIMIT EXCEEDED".
4. Please see Appendix A for instructions on naming Modular Supplier (MS) files.
5. EMTS support will provide you with the CONSUMERID and MESSAGETYPE parameters at the time of onboarding your account.

2.2 Upload Files

To upload a file via myFileGateway:

1. Login to myFileGateway with your userid/password
2. In myFileGateway, click on the Upload tab
3. Select the mailbox path where the file should be dropped off
4. Enter the name and location of the file or browse to the file to be uploaded
5. If you want to rename the file, enter the new file name
6. Click Send

Note: Depending on the size of the file and the rate of transfer, you may have to wait for the file transfer to complete.

3 Trading Partner Downloading Files via myFileGateway

3.1 Mailbox Structure

Use the mailboxes below to download files from EMTS: (See **Appendix B** for Outbound Filename formats)

Application/File Type	Directory Structure
CHASE-ASN/ASC (EDI 824) Responses	/Outbox/EDI
STARS (EDI 824) Responses	/Outbox/EDI
Outbound batch EDI	/Outbox/EDI
OBT (Outbound Transportation)	/Outbox/OBT/EDIVD
OBT (VISTA)	/Outbox/OBT/EDIVT
OBT (VICS)	/Outbox/OBT/EDIVI
Modular Supplier (MS) EDI	/Outbox/MS/MSEDIX12
EFID/CFD XML Invoices	/Outbox/NONEDI/EFIDACKC
All other Outbound Non-EDI / Proprietary files	/Outbox/NONEDI/<MESSAGETYPE> See note 1

1. EMTS support will provide you with the MESSAGETYPE parameters at the time of onboarding your account.

3.2 File Download

To download a file from your mailbox via myFileGateway:

1. Login to myFileGateway with your userid/password
2. Click on the Download tab
3. Select a file from the list of files. Only files present in the mailbox that you have permission to download are provided in the list
4. Select whether to open or save the file
5. To save the file, browse to the location for the file to be saved. Select the location and click Save.

Note: During the file transfer, if you click **Cancel**, the transfer may or may not be stopped, depending on the size of the file and rate of transfer. Click **Refresh** to see if the file is still available for download.

4 Searching Files

This section will describe how to search for a file and view details about the events that occurred during routing.

You can only view files you are permitted to see. You must either be the producer or the consumer of the files and the events you can view for the file are dependent on your role.

1. On the Search Criteria tab, enter the basic search criteria
2. For Producer, indicate if you want to search for activity you were the producer for
3. For Consumer, indicate if you want to search for activity you were the consumer for
4. For Status, select Started, Succeeded, or Failed. Leave blank to search for routes with any status
5. For Original File Name, type the full or a portion of the file name of the file before processing. This field is case-sensitive. Only those files containing the string you enter will be matched in the search. Leave this field blank to search for all file names
6. Click Find to initiate the search
7. The Search Results tab opens and the Arrived File pane is displayed with results matching all of your criteria. A maximum of 1000 files is displayed. The following information is provided for each arrived file:
 - Reviewed
 - Status
 - Producer
 - File Name
 - Discovery Time
8. If more than 1000 files match your criteria, a message is displayed indicating that you have more than 1000 matches and need to narrow your search
9. Sort the results by clicking on any column header. Click the column header again to change from descending order to ascending order. The default sort is by Discovery Time, in descending order

5 Generate Reports

To generate reports:

1. In myFileGateway, click on the Reports tab.
2. Select the information you would like the report to contain. Leave any field blank to select all possible values.

Options are:

Field	Description
Producer	Indicate if you were the producer on activity to include in the report
Consumer	Indicate if you were the consumer on activity to include in the report
Status	Select from: <ul style="list-style-type: none"> • Started - includes Determining Delivery and Delivering • Succeeded - includes Complete • Failed - includes Failed
Date (From)	Click on the calendar icon to select a starting date
Date (To)	Click on the calendar icon to select an ending date
Time (From)	Specify a time in the format hh:mm:ss
Time (To)	Specify a time in the format hh:mm:ss
Group By	Select from: <ul style="list-style-type: none"> • Producer • Consumer
Format	Select from: <ul style="list-style-type: none"> • HTML • PDF • XLS
Report Type	Select from: <ul style="list-style-type: none"> • Detailed - includes a Producer ID (assigned by the system), Consumer, Discovery Time, Completion Time, Status, Original File Name, and File Size • Summary - includes Total File Size and Total Count by Success, Error, In Progress, and Failure Reviewed
Sort By	Select from: <ul style="list-style-type: none"> • Status • File Name • File Size

3. Select Generate Report. Depending on your selections, the report will display the content you have selected.

6 Change Password

A Trading Partner can change their password at any time and must change your password if prompted at login.

To change your password:

1. From the main menu, select **Profile > Password**
2. Enter your current password
3. Enter your new password in accordance with the policy set by the system administrators
4. Retype the new password to confirm it
5. Click Save

7 Performing a LOOPTEST

Once EMTS Support has completed your setup, they will provide you with a EMTS User ID and Password. Access the myFileGateway logon page and enter your credentials and sign on.

Using the Upload Files Page, select the LOOPTEST Mailbox Path:

/Inbox/LOOPTEST

Click Browse to open the "Choose File to Upload" dialog box.

Select a test file of your choice then click Open in the "Choose File to Upload" dialog box.

Optional; you may rename the file if you choose in the "Rename File As:" text box.

When you are finished, click Send

Navigate to the Download Files Page, your file that you uploaded (appended with a date and time stamp) is placed in the /Outbox/LOOPTEST folder.

From here you may download or delete.

Appendix A – Inbound File Name Requirements

The following rules should be adhered to when creating file names:

- All filenames must be unique.
- Valid file names should consist of upper and lower case alphabetic characters, numbers, underscores and periods.
- **Embedded spaces** or **dashes/hyphens** are not allowed.
- Special characters (/ \ & @ , | etc) are not allowed.
- File name length should be no more than 100 characters.

Filename formats for Modular Suppliers (MS):

Required format for inbound Modular Supplier EDI filenames in Directory - **/Inbox/MS/MSEDIX12/**

<MS2>_<MS1>_MSEDIX12_<datetimestamp or filename>

Example: MS212345A_MS199999_MSEDIX12_2019073010530000

Appendix B – Default Outbound Filename Standards

Default Filename format for Proprietary/Non-EDI Files

Note: For the exact naming of proprietary files, EMTS Support will provide filename format during the on-boarding process.

Format 1: <SourceFileName>_<YYYYMMDDHHmmSSsss>

Where:

SourceFileName – Filename that the source system uses when depositing the file to EMTS.

YYYYMMDDHHmmSSsss – System Generated timestamp

Example: *testfile.txt* will be sent as ***testfile.txt_20170901142111920***

Format 2: P_<ApplicationJobName>_EMTSDATA_<EMTSMessageType>_< YYYYMMDDHHmmSSsss>

Where:

ApplicationJobName – An internal Filename used in tracking message delivery (Internal Use Only)

EMTSDATA – Eye Catcher

EMTSMessageType – This describes the content of the data

YYYYMMDDHHmmSSsss – System Generated timestamp

Example: P_ASFU550Z_EMTSDATA_AIOBCPYTOLS_20191014140043760

Default Filename format for EDI Files

Format: EDI_<Translation Map>_<SupplierCode>_<Doctype>_<YYYYMMDDHHmmSSsss>_<Process ID#>

Where:

EDI – File prefix to denote EDI file type (Constant).

Translation Map - Internal Information (Internal Use Only)

SupplierCode – FCA US Assigned Supplier Code

Doctype – EBMX Doctype

YYYYMMDDHHmmSSsss – System Generated timestamp

Process ID# - EMTS Business Process number, used for troubleshooting.

Example 1: EDI_850DIA_12345_DCXAAC_20170918100311311_67893024

Example 2: EDI_862KAN_47277_DCXKNV3_201802131524142414_76234561

Example 3: EDI_997_12345_20170918100311311

Default Filename format for Outbound Transportation (OBT) Files

Format: OBT_<nnnnnnn>_<ST Transaction>_<ICS Receiver>

Where:

nnnnnnn – sequence number

ST Transaction – ANSI X12 Document Type

ICS Receiver – FCA US Assigned Carrier Code

Example 1: OBT_4700776_610_12345

Example 2: OBT_4700777_660_12345

Filename format for outbound Modular Supplier (MS) EDI filenames:

<MS1>_<MS2>_MSEDIX12_<datetimestamp or filename>

Example: MS199999_MS212345A_MSEDIX12_2019073010530000

Appendix C – Event Codes for Partners

Each activity during the progress of a file transfer generates an event code. These codes are displayed in the activity details to enable Partners to see the progress and navigate to more details.

Event Code	Name	Description
FG_0201	BusinessProcessStarting	When a business process is started
FG_0202	BusinessProcessSuccess	When a business process is successfully completed
FG_0203	SendMessageBusinessProcessStarted	When a business process is successfully started
FG_0408	ArrivedFileStarted	When a file arrives to be routed
FG_0410	ArrivedFileRouting	When an arrived file starts processing routes
FG_0411	ArrivedFileRouted	When an arrived file completes all its routes
FG_0412	RouteStarted	When a route is started from an arrived file
FG_0414	RouteDelivering	When a route starts processing deliveries
FG_0415	RouteComplete	When a route completes all its deliveries
FG_0416	DeliveryStarted	When a delivery is started from a route
FG_0418	DeliveryDelivering	When a delivery starts delivering the consumer file to the consumer
FG_0419	DeliveryComplete	When a delivery is complete
FG_0455	ArrivedFileFailed	When an arrived file fails
FG_0456	RouteFailed	When a route file fails
FG_0457	DeliveryFailed	When a delivery fails
FG_0701	DeliveredMailboxMessage	When a message is delivered to a mailbox (either a consumer mailbox or a mailbox for sending to a listening consumer)
FG_0702	DeliveredListeningPartnerMessage	When the file transfer is complete
FG_0704	ConsumerDestinationMailboxFound	When the destination mailbox for the consumer is discovered

Appendix D – EDI Transaction to Inbound Directory Cross Reference

Transaction	Directory
214	/Inbox/EDI/STARS
856	/Inbox/EDI/CHASE
210	/Inbox/EDI/
410	/Inbox/EDI/
417	/Inbox/EDI/
810	/Inbox/EDI/
820	/Inbox/EDI/
822	/Inbox/EDI/
824	/Inbox/EDI/
830	/Inbox/EDI/
846	/Inbox/EDI/
850	/Inbox/EDI/
855	/Inbox/EDI/
858	/Inbox/EDI/
860	/Inbox/EDI/
861	/Inbox/EDI/
862	/Inbox/EDI/
863	/Inbox/EDI/
864	/Inbox/EDI/
870	/Inbox/EDI/
928	/Inbox/EDI/
996	/Inbox/EDI/
997	Do not Send
127	/Inbox/OBT/EDI
510	/Inbox/OBT/EDI
520	/Inbox/OBT/EDI
530	/Inbox/OBT/EDI
540	/Inbox/OBT/EDI
550	/Inbox/OBT/EDI
838	/Inbox/OBT/EDI
853	/Inbox/OBT/EDI
980	/Inbox/OBT/EDI
RA2VE	/Inbox/OBT/2V3R
RA2VR	/Inbox/OBT/2V3R

Appendix – Documentation Version Control

Current Date	Author	Change from Previous Version
03/29/2023	EMTS	Updated Logo to Stellantis, removed references to FCA
05/20/2022	EMTS	Added EDI Transaction to Inbound Directory Cross Reference
03/13/2020	EMTS	Updated Default Outbound Filenames formats
08/05/2019	EMTS	Added LOOPTEST Instructions
10/1/2017	EMTS	1 st version for EMTS myFileGateway user guide