



**Retrieving your BSUoS BPA & BCR reports from ESO
via SFTP**

Overview

- ESO manage the BSUoS charging function
- BSUoS invoices and backing sheets are sent out to participants via email
- BPA & BCR reports are available via the SFTP
- If you need to change your email address that receives BSUoS invoices or have any other BSUoS related queries please contact the team using the below details.

Online: [BSUoS](#)

Email: bsuos.queries@nationalgrideso.com

How Do I Connect?

- You will need a Client Application with SFTP functionality to access our server
- Typical application options include (but not limited to):
 - ❖ FileZilla
 - ❖ WINSCP
 - ❖ CoreFTP

We will send your credentials (Username & Password) once you have confirmed your BSC Party ID and contact details with us.

Server Details

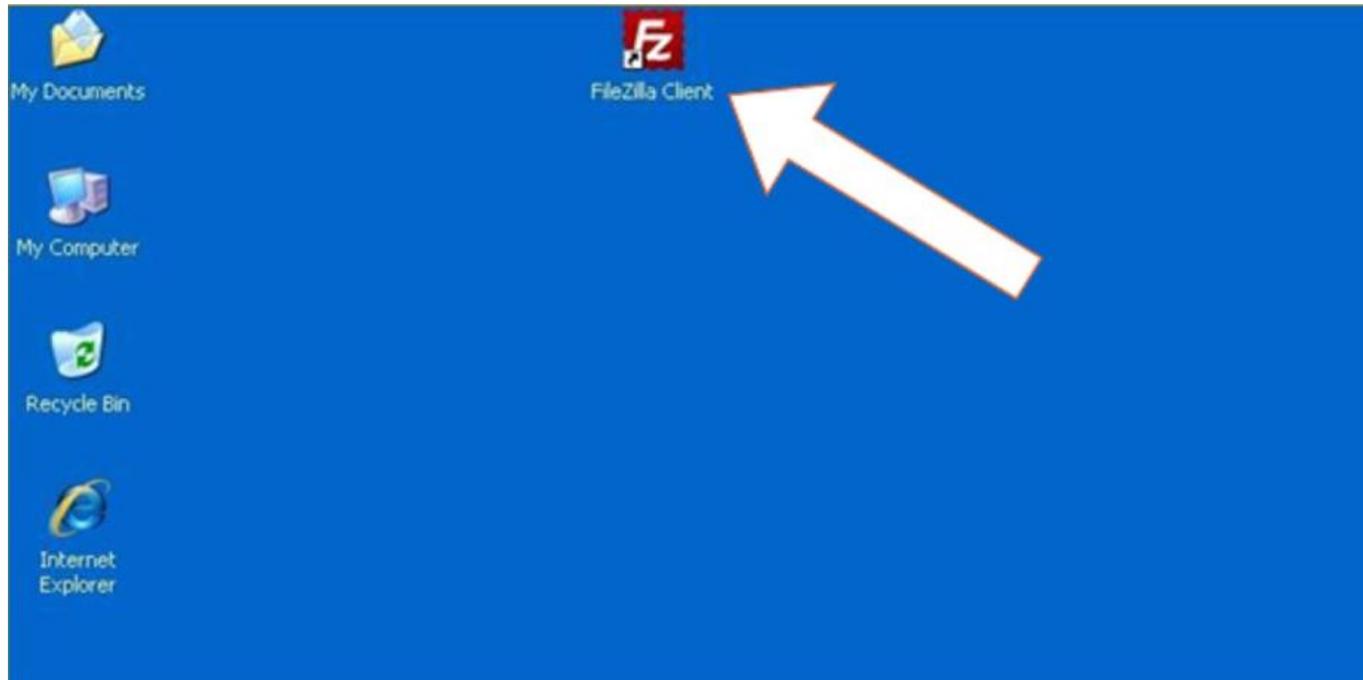
Please use the DNS address below within your SFTP client, the IP address is provided for firewall purposes only.

| | |
|----------------------------------------|---------------------------------|
| SFTP address: | sharedservicesftp.natgrid.co.uk |
| Current IP: (For firewall purposes) | 62.189.190.7 |

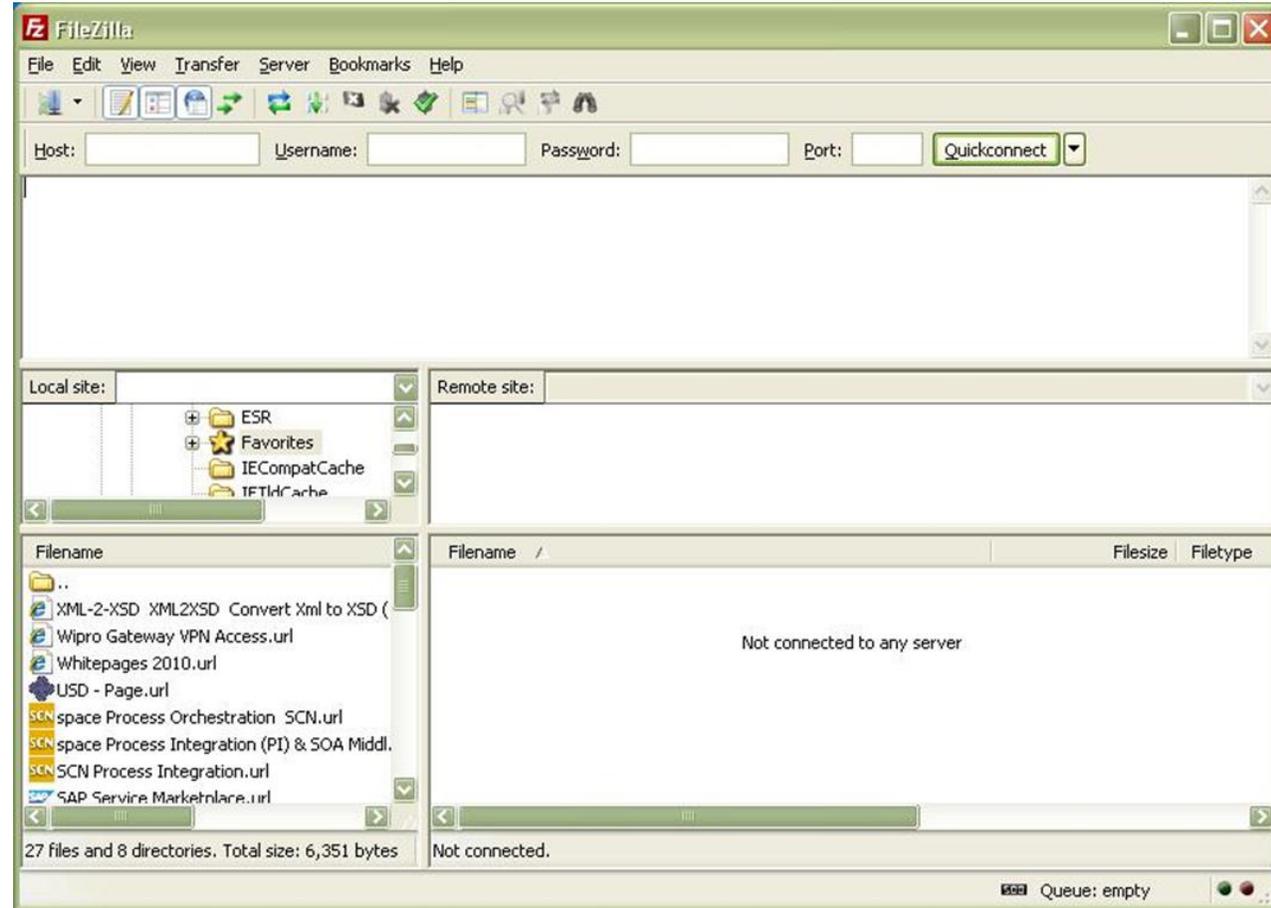
Step by Step Procedure

Example using the FileZilla application

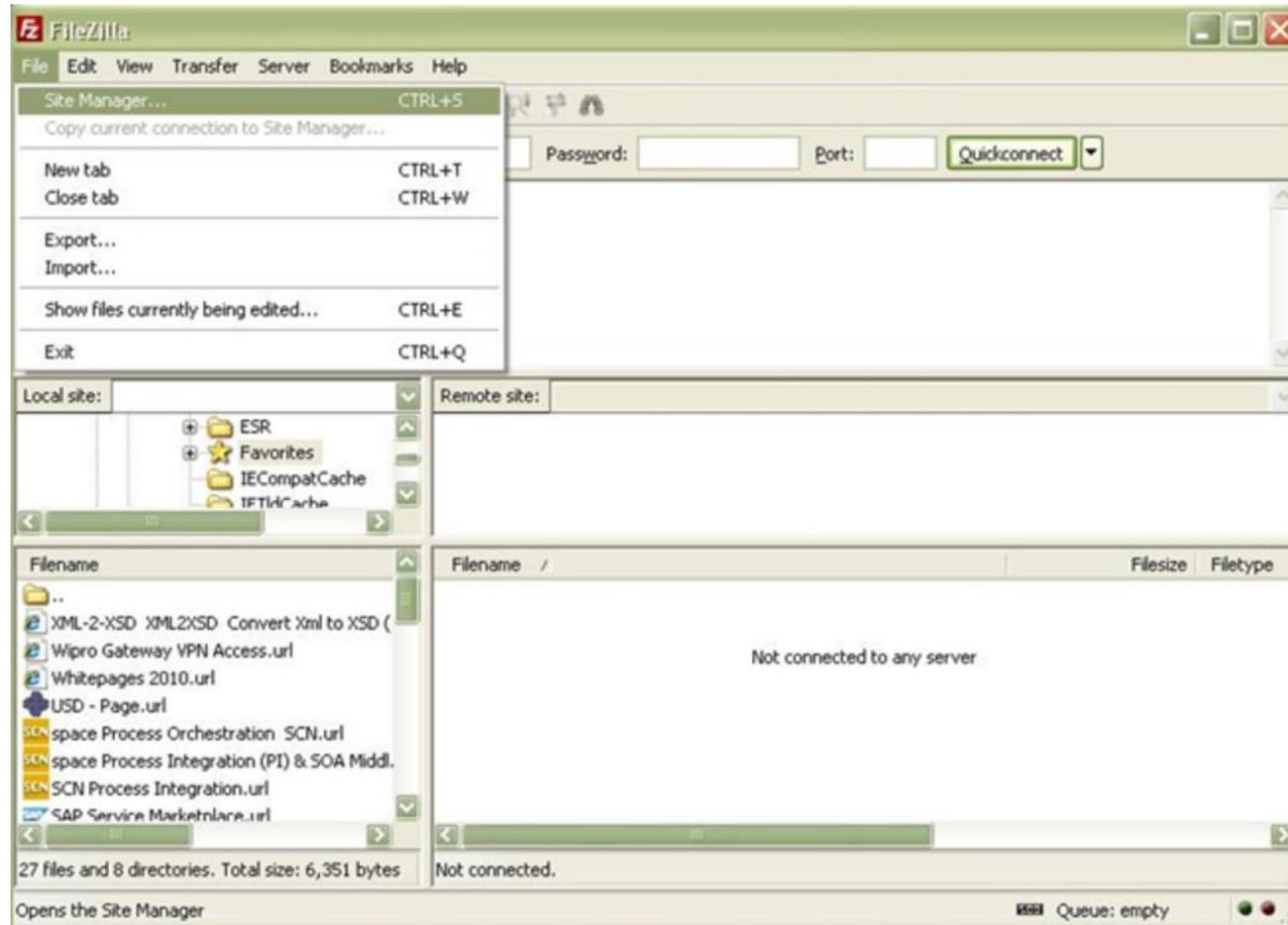
Open your SFTP client application



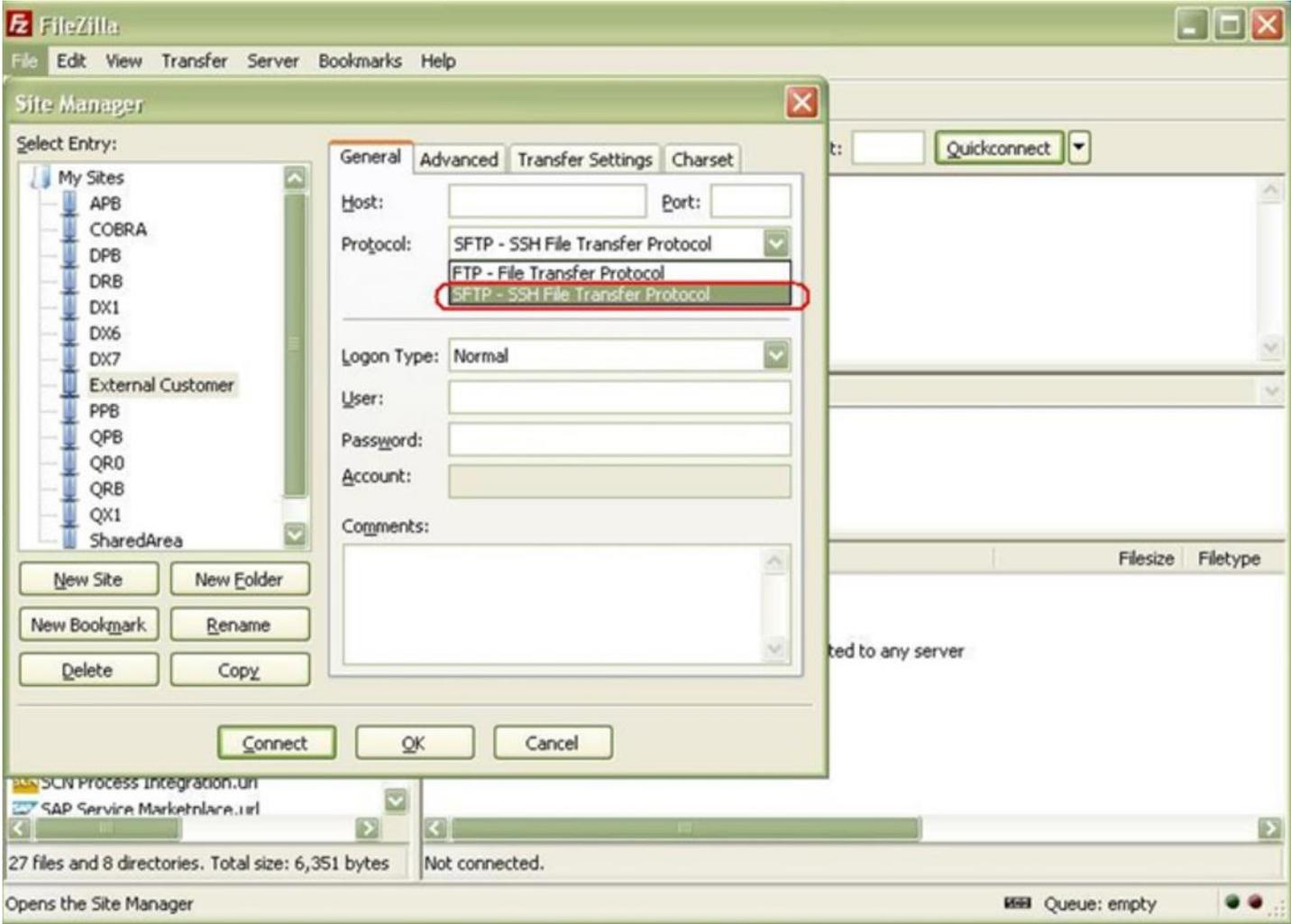
The following screen will open - (will vary from application to application)



File > Site Manager... to edit your new credentials

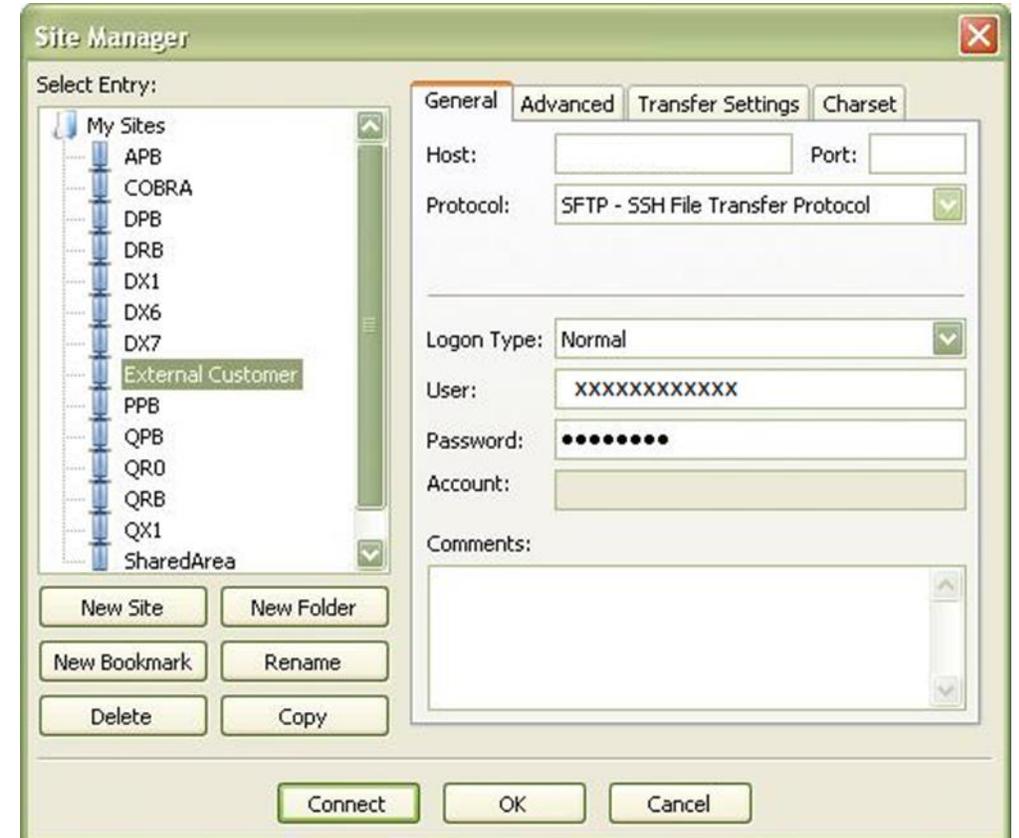


Select the Protocol as SFTP

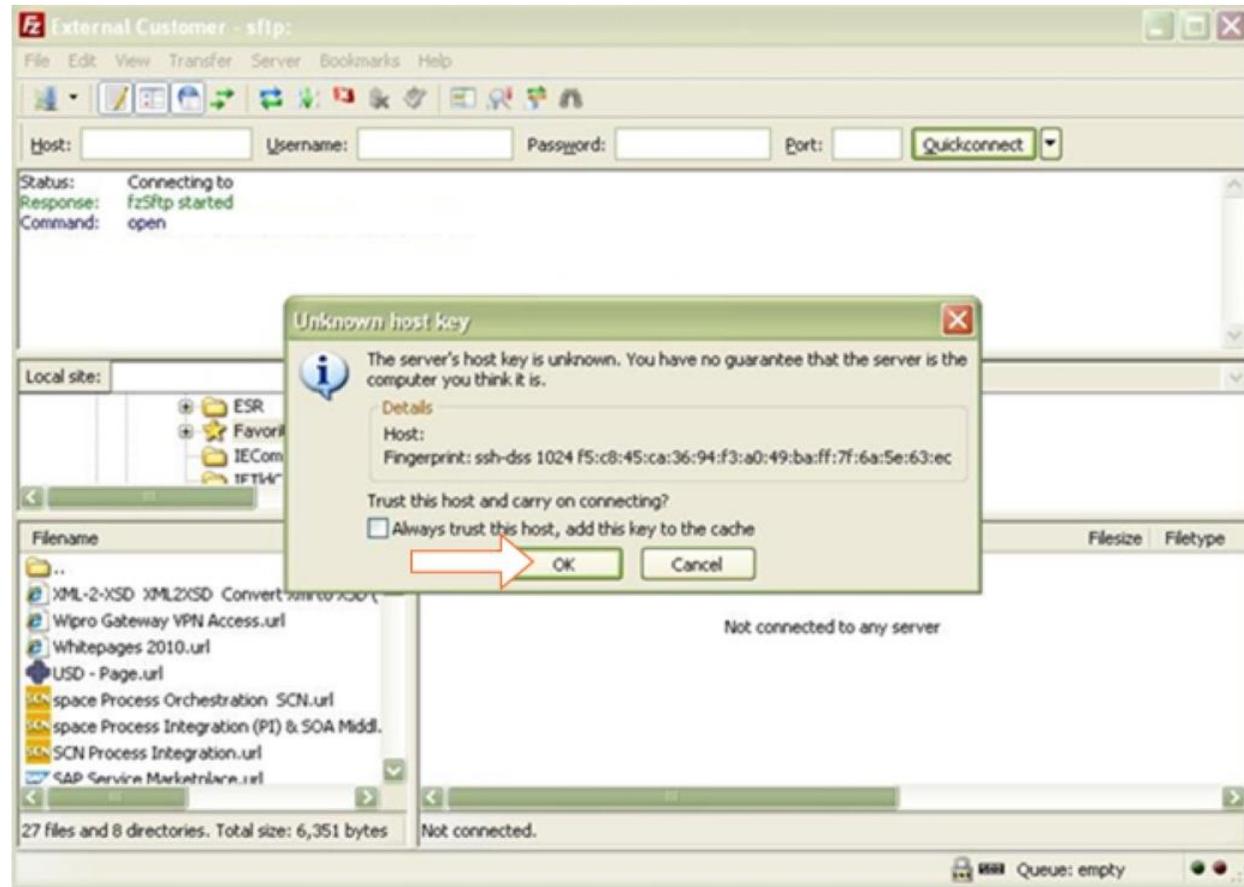


Within Site Manager – Follow the below steps

- Enter the hostname: sharedservicesftp.natgrid.co.uk
- Username & Password
- Click on connect
- Reminder: We will only issue your Username & Password upon receipt of your confirmation details and BSC Party ID

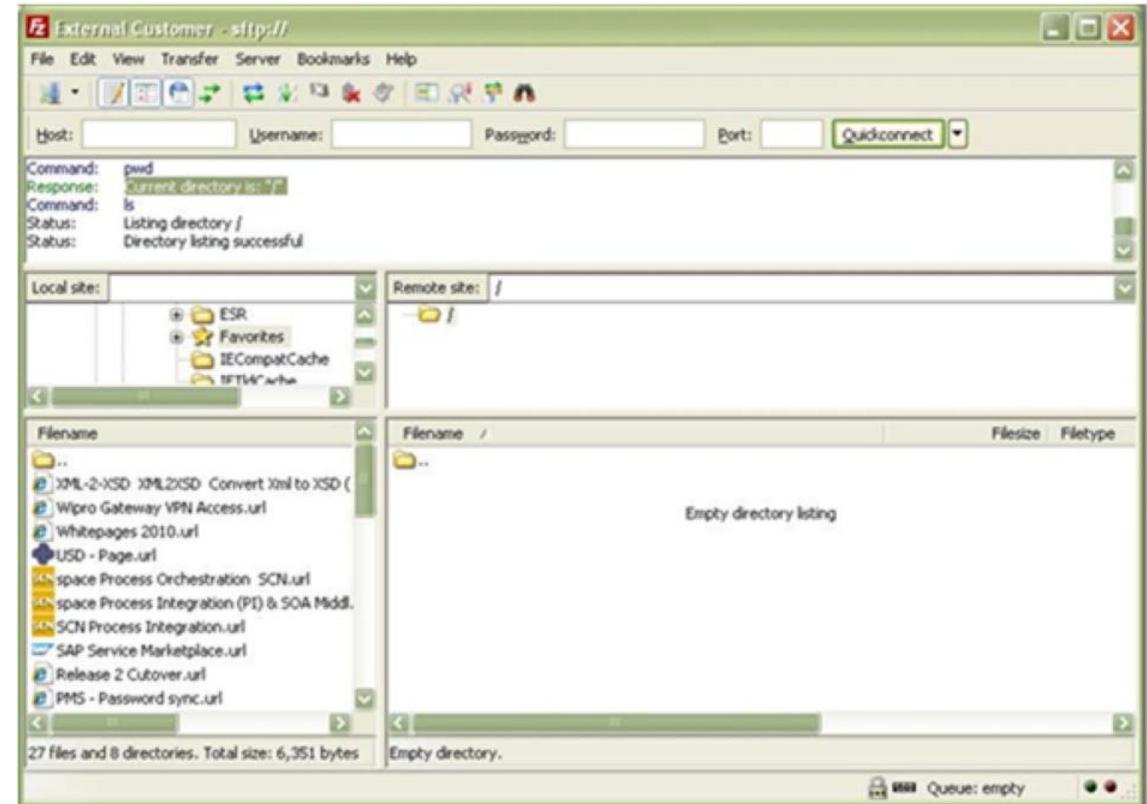


If you receive a warning when connecting for the first time, click “OK”



You should now be connected to your secure folder.
In this folder you will find your BPA & BCR reports in the below formats:

.CSV
.DAT
.PRT
.PDF



Availability – 1 month

- BCR & BPA files will be automatically sent to the SFTP daily, it is important that you download any files that you want to keep onto a local source. Files will only be stored in the SFTP for approximately 30 days, after which time they will be removed.

- **We recommend that you regularly download your files**

- BCR file format:

- BCRNEWXX2018010100.pdf

- BPA file format:

- CAB_BPA_V03000XXXXXXXX_BSCPPartyID_XX_20180101_03.prt

- **BSUoS Account Number** Settlement Run: II/SF/RF



Keeping In Touch

- bsuos.queries@nationalgrideso.com
- <https://www.nationalgrideso.com/industry-information/charging/balancing-services-use-system-bsuos-charges>