



## Section 4: Declaration

Customer Name:

Signature:

Date:

## Appendix A: FTP Process

<b>Username &amp; Password</b>	Username and password will be sent to the nominated contact on this order form
<b>Directory Structure</b>	<ul style="list-style-type: none"><li>• Inbox (customers collect files here)</li><li>• Outbox (customer send files from here)</li></ul>
<b>Upload Process</b>	<ol style="list-style-type: none"><li>Logon to <a href="http://gateway.leadtec.com.au">InTouch</a> (gateway.leadtec.com.au) using Username &amp; Password</li><li>Change directory to Outbox (cd Outbox)</li><li>Upload the file (put xxx) the file name is not used</li></ol>
<b>Download Process</b>	<ol style="list-style-type: none"><li>Logon to <a href="http://gateway.leadtec.com.au">InTouch</a> (gateway.leadtec.com.au) using Username &amp; Password</li><li>Change directory to Inbox (cd Inbox)</li><li>Download files (mget *)</li><li>Once the files are downloaded, delete the files (DEL *)</li></ol>
<b>Additional Comments</b>	<ul style="list-style-type: none"><li>• Files can only be deleted if they have been downloaded in the same session from which the delete command is run</li><li>• Once a file is downloaded it will appear to have been deleted. However if a delete command is not run within the same session, the file will be marked as unread and made available again in approximately 30 minutes</li><li>• The delete command will only delete files that have been successfully downloaded</li></ul>

## Section 5: Declaration

GS1 Services Support Representative:

Signature:

Date: