

# CIO INCIGHT<sup>®</sup> DATA TRANSFER AND UPLOAD GUIDE

VERSION 4.0 – JUNE, 2024

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## OVERVIEW

CXO Nexus provides four standard ways for customers and partners to transfer spend data to us. This guide provides instructions for uploading data for these methods:

CXO Nexus SFTP	Allows customers to upload data to CXO Nexus using secure public/private keys.
Server InCight® Secure Upload	Upload function within the CIO InCight application for manual or monthly uploads.

The InCight Secure Upload facility is designed for initial or one-time uploads and while the SFTP and AWS methods can be used manually, they are designed for automation of monthly other periodic data feeds.

## AUTOMATED UPLOADS – SFTP

### SFTP – CXO NEXUS PROVIDED

The most common automated upload method is SFTP (Secure File Transport Protocol). We have a secure SFTP server that you can upload files to.

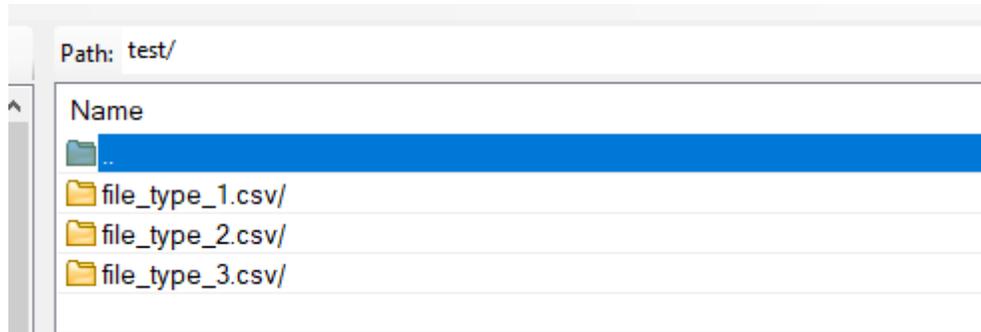
We do not support password-based SFTP authentication, we only support username/public key authentication.

If you want to send files to the CXO Nexus SFTP server, you will need to provide us with a SSH public key. The endpoint is `sftp://sftp-upload.cxonexus.com`

SFTP is typically used by the IT Departments and not business users but there are many SFTP upload applications available. Using SFTP will require an SSH/SFTP application such as FileZilla, WinSCP, Cyberduck or the SFTP command line in Linux.

Your SFTP folder structure will be based on your file sources as defined during integration. Our standard for file/folder mapping is unique to each client. Please reach out to [customersuccess@cxonexus.com](mailto:customersuccess@cxonexus.com) for your unique file mapping structure.

You will have a folder for each file type being submitted to CXO Nexus.




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## SENDING TEST FILES

If you would like to send test files that are processed but not actually imported into the CXO Nexus data repository, add '-test' to the end of the filename before the file type. For example:

acmetech-2020-01-15-invoice-**test**.csv

acmetech-2020-01-15-invoice-sap-**test**.csv

Test files will be imported and have quality checks run on them, but they will not trigger any further processing into InCight. Your implementation team will work with you on the results of the quality checks.

In addition, any files placed in the /dev directory of your SFTP account will be processed as dev/test files.

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## FIELD QUOTING

Files must have all text fields fully quoted:

Given a Vendor name of Jane, John and Company Inc., this field should only appear in a comma separated CSV file as follows:

1. For a comma delimited file
  - a. Ex: If the vendor's name is "Jane, John and Company Inc." See correct and incorrect formats below:
    - i. Jane, John and Company Inc.- Incorrect Formatting
    - ii. "Jane\, John and Company Inc." – Correct Formatting
2. For a pipe delimited file
  - a. Ex: If the vendor's name is "Jane|John and Company Inc." See correct and incorrect formats below:
    - i. Jane|John and Company Inc.- Incorrect Formatting
    - ii. "Jane|John and Company Inc." – Correct Formatting
3. If the escape (\) character appears in a description, it must be escaped (\\)

4. If a field is empty and it should remain empty upon ingestion. It needs to have the following value:
  - a. Null\*

\*No quoting, line or commas included in this value

## DELIMITERS & SPECIAL CHARACTERS

Files can be tab delimited, comma, or pipe delimited. (Pipe Delimited is preferred)

If the delimiter character (tab, comma, or pipe) is also in a text field, the delimiter value **must be escaped** (\t or \, or \|). Additionally, if the quoting character is double quote (“) then it will be doubled.

1. Ex: “purchase 5 cubes each ½” and 4 boxes”- this string would provide an error
2. Ex: “purchase 5 cubes each ½”” and 4 boxes”-this string would provide correct results – USE 2 DOUBLE QUOTES

**If possible, remove quotes, tabs, linefeeds, and carriage returns from the incoming data.**

If a value is NULL, then send an **empty\*** value as the value--unquoted.

-\*no spaces, numbers, characters or symbols

If an alpha numeric field is Empty, but not NULL, then it must be sent as two double quotes (“”)

## TRANSFERRING HIERARCHY DATA

Hierarchy data can be sent to CXO Nexus in a .csv file with the columns in the following format.

Code | description | bottom level | n levels allowed bottom to top | top level

1. The first column is the lowest level of the hierarchy i.e. “Cost Center or Profit Center” (any alphanumeric string).
2. The second column will be the description of the lowest level of the hierarchy i.e. “Cost Center Name” (any alphanumeric string).
3. The third column will be the first level rollup from the lowest level (Number 1 above).
4. Subsequent columns will be the parentage of the prior hierarchy column.
5. Any hierarchy level that is null, should be populated with “\*\*\*” (please do not submit empty fields).

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## SIGNALING THAT ALL SFTP FILES HAVE BEEN SENT

CXO Nexus will wait 2 hours to process your files to ensure all files have been included.

Once you have sent all files for monthly processing, please send an empty text file named **batch\_complete.txt** at the end of your file submission.

Sending us this file will let us know you have completed your file transfer, and we can start processing your data immediately with no delays.

## FILE ENCRYPTION

CXO Nexus follows best practices around securing against vulnerabilities and is SOC 2 compliant. All data and network traffic is encrypted in transit and at rest via AES-256 encryption.

If an additional level of security is required, GPG (GnuPG) encryption is available. Files sent with GPG encryption should end in **.gpg**. We can accept each individual file encrypted with gpg or multiple files ending in **.tar.gpg**. Examples include:

acmetech-2020-12-31-invoice.csv.gpg

acmetech-2020-12-31.tar.gpg

Contents: acmetech-2020-12-31-invoice.csv  
acmetech-2020-12-31-po.csv

All files in the GPG archive need to be at the root level—we do not support subdirectories/folders.

CXO Nexus GPG Public Key: <https://gpg.cxonexus.com/download/cxonexus-public-gpg.asc>

If you have any questions, please contact [customersuccess@cxonexus.com](mailto:customersuccess@cxonexus.com).

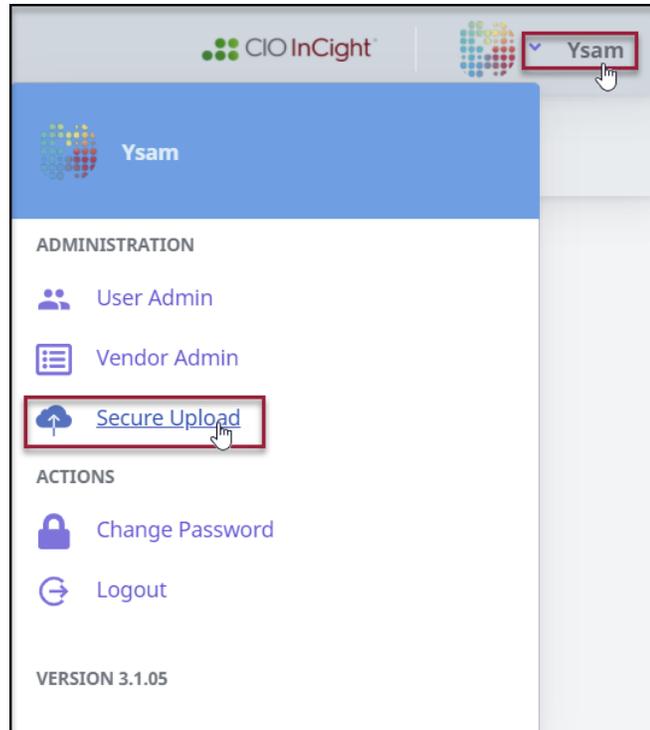
## CIO INCIGHT® SECURE UPLOAD

The InCight Secure Upload option is available through the CIO InCight application. To use the application, you will need CIO InCight credentials to login.

### UPLOADING FILES

Log into CIO InCight and from the homepage, click on your username in the upper right corner.

Select **Secure Upload** from the drop-down.

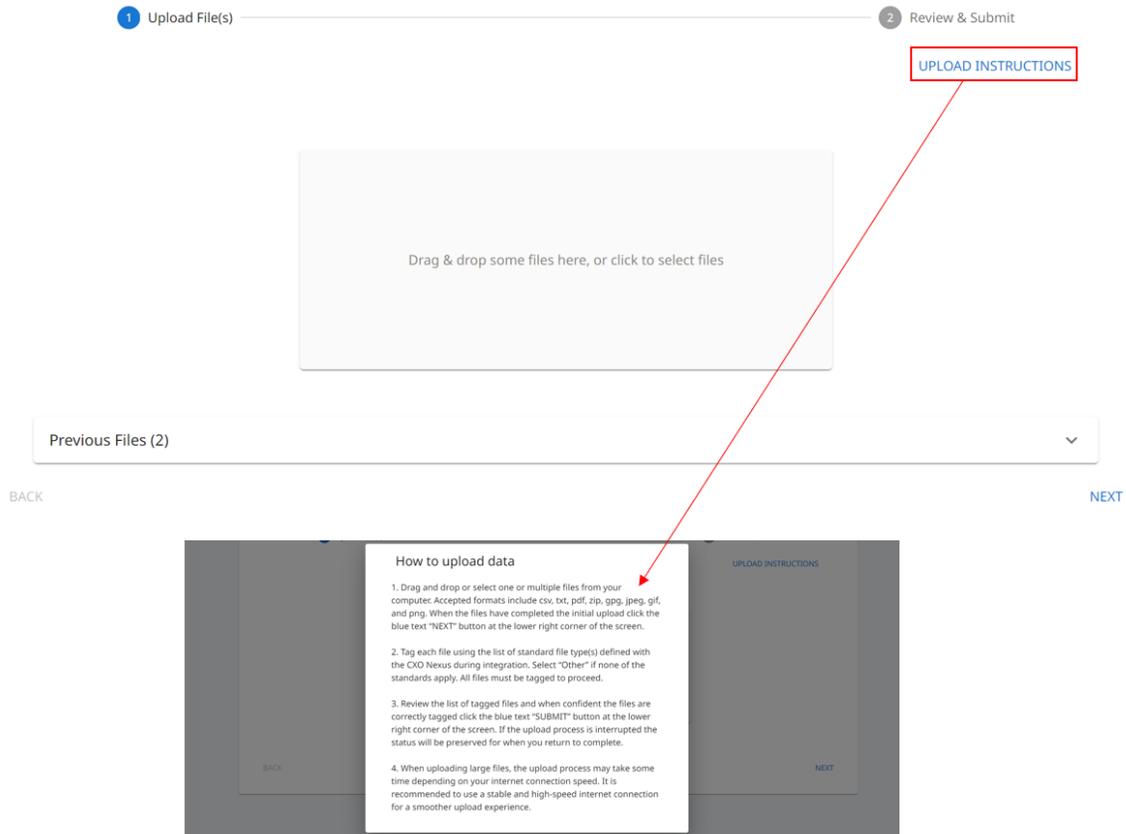


The **Secure File Upload** dashboard will open.

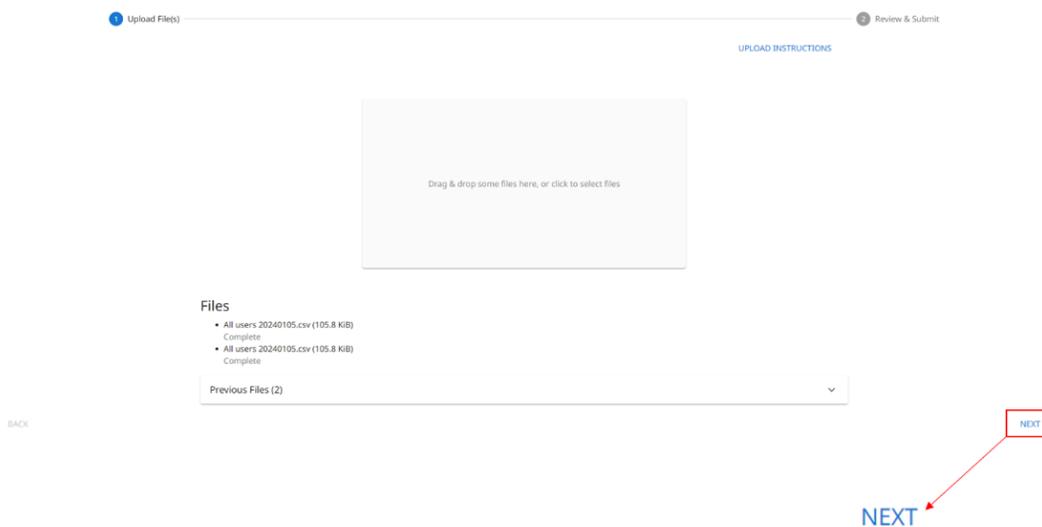
How to upload data

1. Drag and drop or select one or multiple files from your computer. Accepted formats include csv, txt, pdf, zip, gpg, jpeg, gif, and png. When the files have completed the initial upload click the blue text “NEXT” button at the lower right corner of the screen. **We do not accept Excel files, individual or zipped.**
2. Tag each file using the list of standard file type(s) defined with the CXO Nexus during integration. Select “Other” if none of the standards apply. All files must be tagged to proceed.
3. Review the list of tagged files and when confident the files are correctly tagged click the blue text “SUBMIT” button at the lower right corner of the screen. If the upload process is interrupted the status will be preserved for when you return to complete.

1. Drag and drop the file or files of your choice or click and select to browse your files.



2. Once all desired folders have been chosen, select "NEXT" in the bottom right hand corner



3. Select your file type, and hit SUBMIT

1 Upload File(s)
2 Review & Submit

Review and Tag Files

File name	File type	Delete File
All users 20240105.csv	<input type="text" value=""/>	
Client Production Data Providers Summary 20240201.c...	Invoice: Invoice Data	

Rows per page: 25 1-2 of 2 < >

BACK SUBMIT

SUBMIT

4. You will receive a message confirming receipt of your file upload

1 Upload File(s)
2 Review & Submit

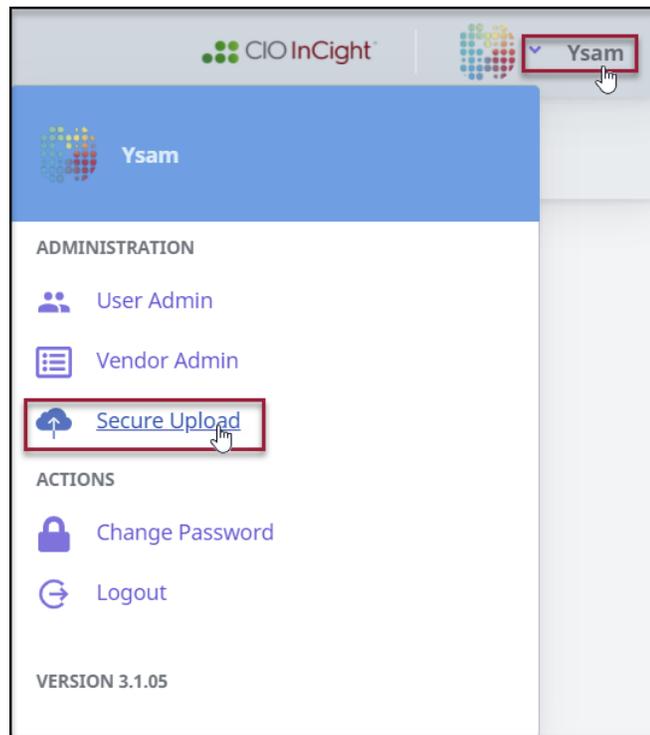
Files have been submitted successfully for ingestion

DELETING FILES

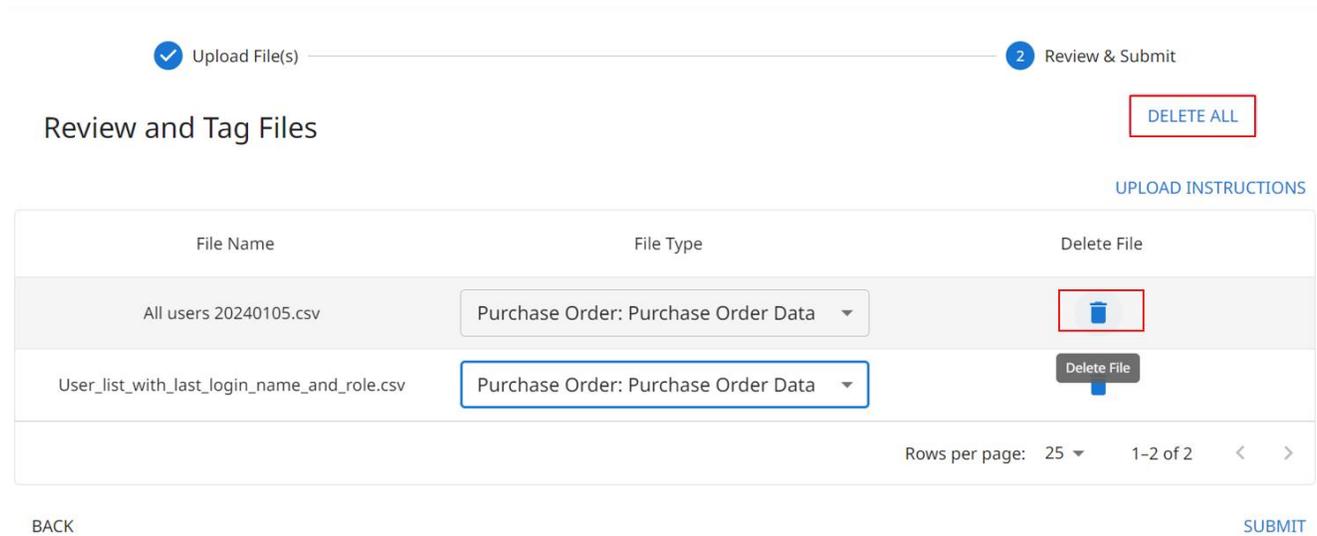
Log into CIO InCight and from the homepage, click on your username in the upper right corner.

Select Secure Upload from the drop-down.

The **Secure File Upload** dashboard will open.



You can delete one file at a time by selecting the blue trash icon on the far righthand side or you can select “Delete All” at the top of the Review and Tag Files Screen. **Delete all will remove all attachments.**



Questions? Please email [customersuccess@cxonexus.com](mailto:customersuccess@cxonexus.com).