Instructions for Completing the AAP FTP Authorization Form

Completing the Form: General

These instructions will guide you through completing the FTP Authorization Form.

In order to obtain your FTP User Name and Password complete this form and email it back

to aappimteam@advance-auto.com.

Fill in your organization's information and include your Advance Auto Parts Vendor Number.
Up to four (4) users are allowed per account. Please fill in all information for each user.

Instruction Tips: Contact Information

Each of the five area-specific contacts listed in the middle of the form are vital to our product
information gathering effort. If one person covers more than one area please fill their contact
information in for each area. A contact person for each area is required.

Receiving Your URL and Password:

You will receive two emails; one confirming the set up of your account with your username and url
and your URL included in it and a second, secure email with your password. The initial email
will look similar to this:

PIM Users Template

Hello,

   I have set you up for an account to send PIES information via FTP to Advance Auto Parts. Your user
name is listed below. Your password is zipped in a passphrase-protected WinZip file which I will send to
you in a zipped file in a separate email. It will have the subject of "Information for You". Please use the
passphrase provided below to open the attached zipped file and obtain your password. If you do not
receive the second email approximately 30 minutes after receiving this email, please reply to this email
with a personal email address or call me at the number listed below for your password.

   Due to the sensitive nature of this information I am required to send your password to you in this
manner. Your user name and password are confidential and should not be distributed or shared.

   You may use any FTP client to send files to AAP. If you do not currently have the capability to send
FTP files, free software such as "FileZilla" and "Core FTP Lite" are available to you. Please make sure
to use the URL and End Port Number exactly as shown below to connect. THIS CONNECTION SHOULD
ONLY BE USED TO SEND PIES FILES TO AAP.

   Your account has a 15 minute timeout limit. If you find that this needs to be increased please let me
know. If you have any other issues please email me. Thanks.

UserName: PIM_CompanyName_UserFirstName
FTP URL: 205.132.9.204
End Port Number: 50413
Our active ports are 50600 - 50699
Our passive ports are 50500 - 50599
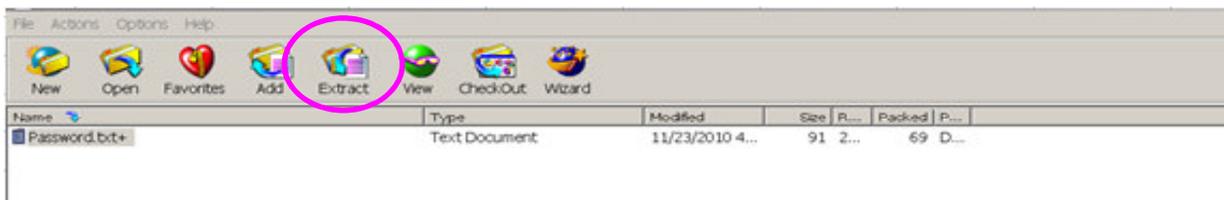Passphrase (This is NOT your password): ABC123

The second email will look similar to this:

	To...	Susan Chewning;
Send	Cc...	
	Subject:	Information for you
	Attached:	New WinZip File.zip (273 B)

|

Thank you,
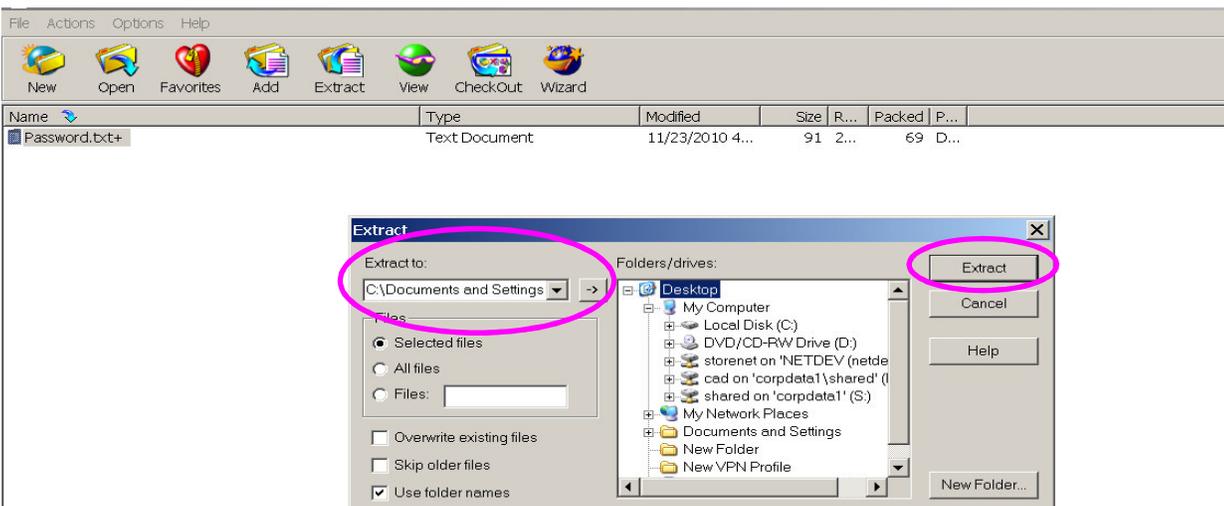Susan Chewning
Programmer Analyst
540 561 3280

Some firewall setups do not allow zipped files to pass through. If you do not receive the second email please send an email to aappimteam@advance-auto.com and we will work with you to make sure that you receive it.

Extracting Your Password:

Once you receive the second email with the zipped file attached to it, use the passphrase sent to you in the first email to open the zipped file and obtain your password.
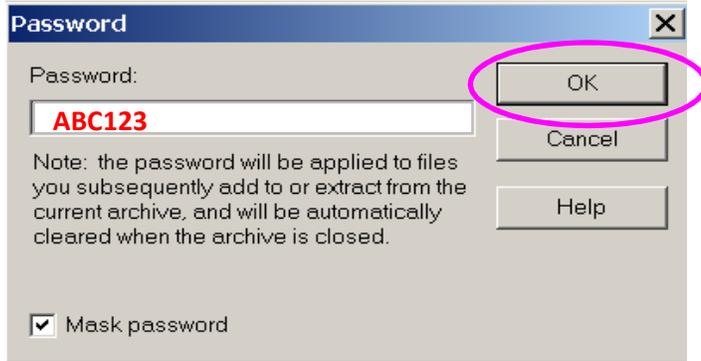
File Actions Options Help

New Open Favorites Add Extract View CheckOut Wizard

Name	Type	Modified	Size	R...	Packed	P...
Password.txt+	Text Document	11/23/2010 4...	91	2...	69	D...

Highlight the file by clicking on it once, then click on "Extract" in the header.

File Actions Options Help

New Open Favorites Add Extract View CheckOut Wizard

Name	Type	Modified	Size	R...	Packed	P...
Password.txt+	Text Document	11/23/2010 4...	91	2...	69	D...

Extract

Extract to:
C:\Documents and Settings   →

Folders/drives:
Desktop
  My Computer
    Local Disk (C:)
    DVD/CD-RW Drive (D:)
    storenet on 'NETDEV (netde
    cad on 'corpdata1\shared' (I
    shared on 'corpdata1' (S:)
  My Network Places
  Documents and Settings
  New Folder
  New VPN Profile

Files
  ● Selected files
  ○ All files
  ○ Files:

  ☐ Overwrite existing files
  ☐ Skip older files
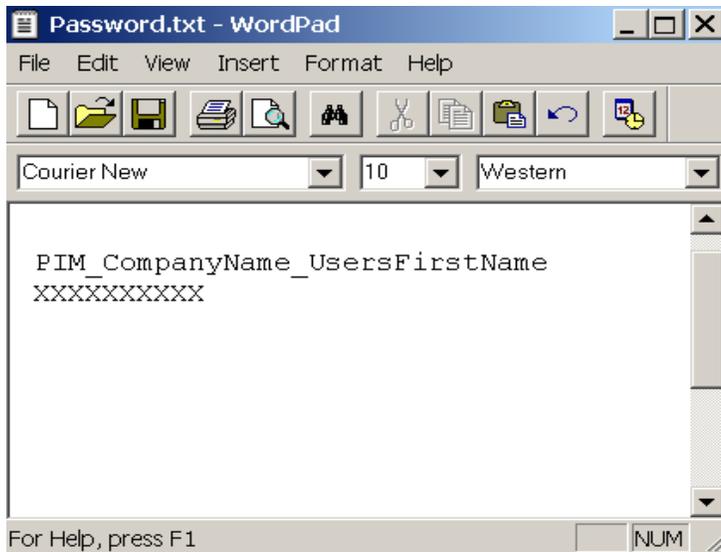 ☑ Use folder names

Extract
Cancel
Help
New Folder...

Use the drop down box under "Extract to:" to select where you want to put the file.
Click on the Extract button to extract the file to this location.

A popup box like the one shown below will open up:

Password

Password:

ABC123

Note: the password will be applied to files you subsequently add to or extract from the current archive, and will be automatically cleared when the archive is closed.

☑ Mask password

OK

Cancel

Help

Key in the passphrase that was sent to you in the first email.
Click on the OK button to open the file.

Password.txt - WordPad

File   Edit   View   Insert   Format   Help

Courier New   10   Western

```
PIM_CompanyName_UsersFirstName
XXXXXXXXX
```

For Help, press F1   NUM

Your user name and password will be displayed.
Remember, this is **_YOUR_** user name and password and should not be shared with anyone else.
Other users will receive their own user names and passwords via this same process.

Available FTP Freeware:

"CoreFTP" and FileZilla" are two of the many free software applications that are available for you to use if you do not have FTP capability. Web browsers do not support an FTP send by a non-standard port so an FTP client must be used. Any FTP client can be used as long as it allows you to change the port address.

FileZilla is easily downloaded from: http://filezilla-project.org/
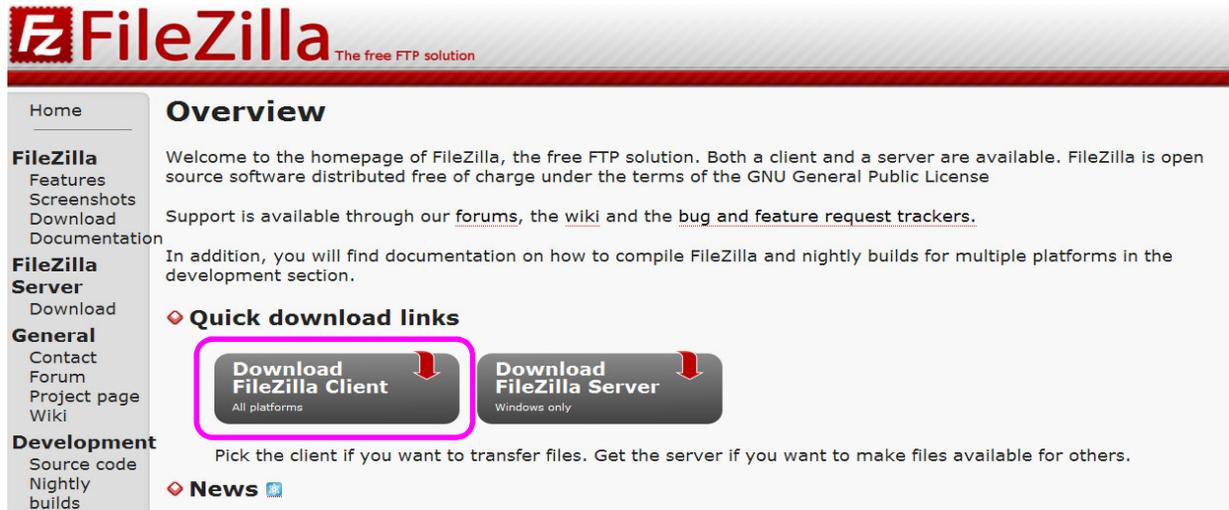
Click on "Download FileZilla Client" and follow the steps to install FileZilla. Once installed you will see the red FileZilla icon on your desktop. Double click on the icon to open FileZilla.
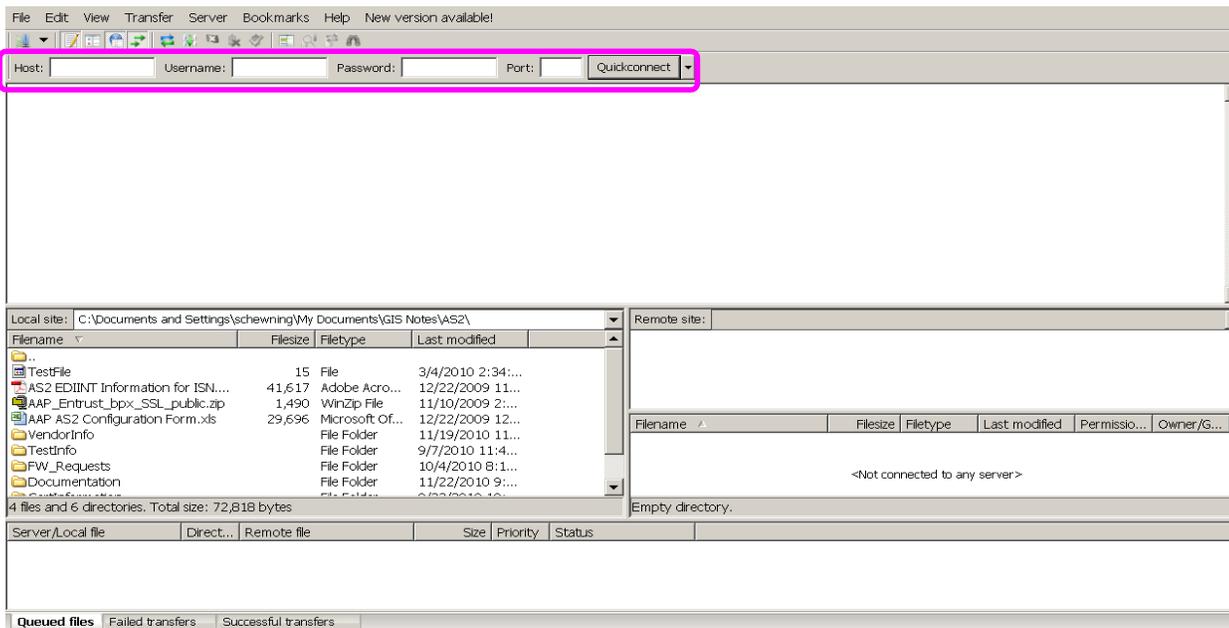
In the fields highlighted above key in the following information:
    Host: 205.132.9.204 *(be sure to include the periods between the numbers)*
   Username: Your user name that was sent to you in the second email *(PIM_CompanyName_UserFirstName)*
    Password: Your password that was sent to you in the second email *(xxxxxxxxxx)*
    Port: 50413
Once these fields are filled in click on the "Quickconnect" button.
*These fields must be correct in order for you to connect to the AAP system.*

When you click on "Quickconnect" you should receive a screen that resembles the one below.
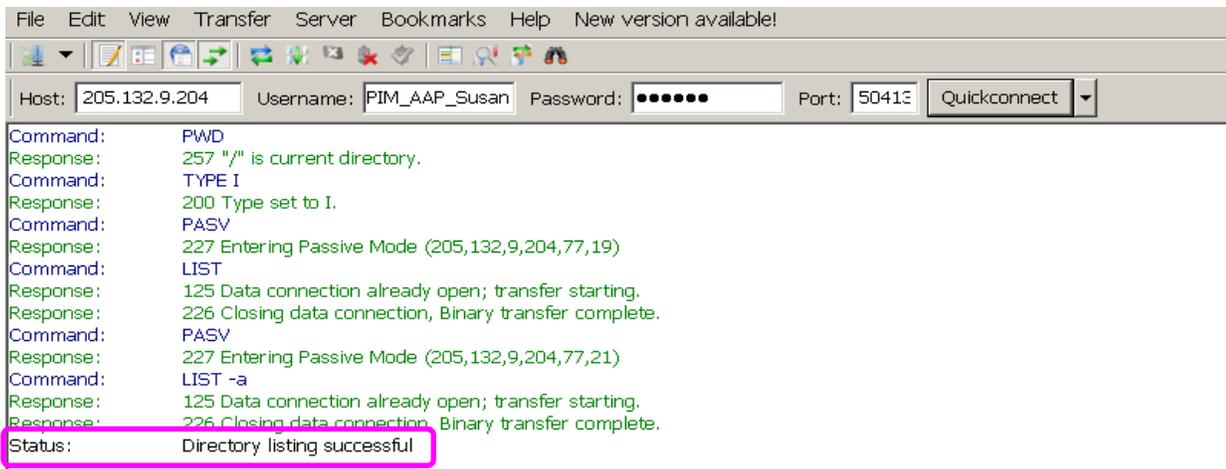

If you receive a message next to "Status:" that says "Directory listing successful" you have successfully connected to AAP. If you do not receive this message or if you receive an error message the connection was not successful. Check your firewall settings to make sure that it is allowing our port (50413) through.

Find the file in your directory listing on the left. Select, drag and drop the file that you would like to send to AAP in the box to the right, below the "Remote site:" box.
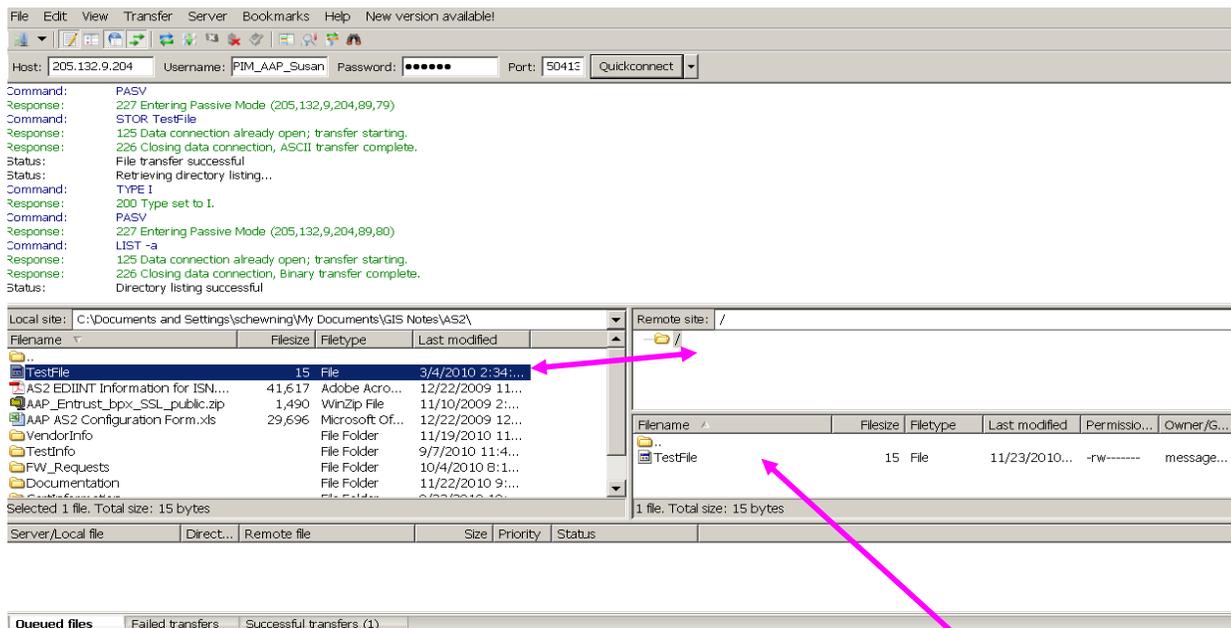
Once you see your file on the right side you have successfully sent the file. Additional files can now be sent. Multiple files can be sent at once if needed.

Normally the send is timely but if you are sending multiple files and/or the files are large and the send takes more than 15 minutes your account will close the connection.
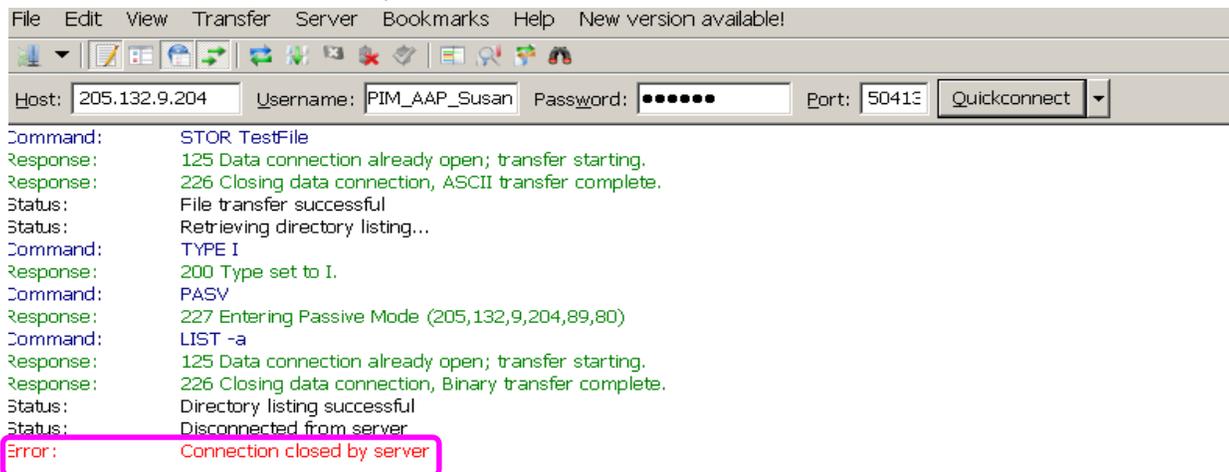
File   Edit   View   Transfer   Server   Bookmarks   Help   New version available!

Host: 205.132.9.204   Username: PIM_AAP_Susan   Password: ●●●●●   Port: 50413   Quickconnect ▼

Command:	STOR TestFile
Response:	125 Data connection already open; transfer starting.
Response:	226 Closing data connection, ASCII transfer complete.
Status:	File transfer successful
Status:	Retrieving directory listing...
Command:	TYPE I
Response:	200 Type set to I.
Command:	PASV
Response:	227 Entering Passive Mode (205,132,9,204,89,80)
Command:	LIST -a
Response:	125 Data connection already open; transfer starting.
Response:	226 Closing data connection, Binary transfer complete.
Status:	Directory listing successful
Status:	Disconnected from server
Error:	Connection closed by server

If this is a problem send an email to aappimteam@advance-auto.com and we will increase the timeout setting on your account.

Troubleshooting:

Firewall Issues: If you cannot connect initially contact your network administrator and ask them to allow port 50413 for out IP address 205.9.132.204 through the firewall.
Our active ports are a range of 50600 - 50699
Our passive ports are a range of 50500 - 50599
These ports must be opened to allow a full cycle of sending data.

Passwords: Occasionally passwords become disabled. If you were able to connect and now you are unable to connect it is possible that your password needs to be reset. If this happens please send an email to aappimteam@advance-auto.com and we will reset your password.