

Mini-guide for suppliers

Your role in setting up a digital escrow storage, Danish Escrow Institute

The Danish Escrow Institute, Danish Technological Institute (DTI), uses the cloud-based MicroSoft Azure for digital storage of source material.

When the escrow agreement is signed by all parties, the creation of the digital escrow is initiated.

As a supplier, once the agreement is signed, you need to do the following:

Step 1:

- Generate a 'Private key' and a 'Public key' (if in doubt how to do this, see the mini guide "How to generate a private and a public key?" *Remember to disable the 'resume' functionality*).
- Send the Public key to Danish Escrow Institute, DTI, to this e-mail address: escrow@teknologisk.dk.
- The Private key stays with you/the supplier.

Danish Escrow Institute will then notify you by email when the escrow storage is ready to receive files/material.

Afterwards you, as a supplier, can upload files/materials:

Step 2:

- Upload the source material via one of the following programmes:
WinSCP (if needed, see the mini-guide "How to upload via WinSCP?")
FileZilla
Command Prompt
Use this path as Host name when uploading: **www.dei-sftp.dk** (also stated in the agreement)
- Name your file in date format including escrow storage number, YYYY-MM-DD_escrow storage no.-mm.zip – example: **2023-08-30_90003_SNIP**