**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?").
- 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. **It is important that the private key is kept secret and stored securely**.

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/material:

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.zip – example: **2023-08-30_90003_SNIP**

*It is recommended to encrypt the material. The encryption code **MUST** be sent to Danish Escrow Institute at* [*escrow@teknologisk.dk*](escrow@teknologisk.dk)