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Regulatory Documents DocHub

User Manual - Mass Upload

Table of revision

Version	Status	Name	Date	Description
0v1	Initial	Gerhard Heß	03.11.2017	Initial Version
0v2	In Progress	Gerhard Heß	03.11.2017	Description of Modifier added
0v3	In Progress	Gerhard Heß	06.11.2017	Description of coded identifiers corrected Table for coded issuer identifiers amended Added hint that modifier N and M have the same function Sample files added for illustration
1v0	In Progress	Gerhard Heß	17.01.2020	Renaming of Document Updated Screenshots. Added the size limit of 5MB for the sum of files to be uploaded.
1v0	Final	Gerhard Heß	05.05.2020	Adaption to new naming standard. Replacement of screen shots
2.0	Final	Gerhard Heß	29.06.2020	Document has been renamed from DocHub_Documentation_File_format_for_mass_upload to DocHub User Manual - Mass Upload New handling of mass upload. Job is queued in the import and result is shown in Import List. Added a chapter using the manual upload universe, which can be used for maintenance of manual upload document universe. Description of key handling, deletions and inserts of DocHub. Added a chapter describing delivery via FTP/SFTP Added CSV lines to copy when the document is delivered in PDF and example file for FTP/SFTP upload
2.1	Final	Gerhard Heß	1.10.2020	Default directory for SFTP need to be prefixed with /home/username Added missing columns to format description
2.2	Final	Gerhard Heß	16.02.2021	Introduction of different default distribution IDs for supplier and distributors with a supplier role.
2.3	Final	Gerhard Heß	27.04.2022	Chapter 4.10 Timestamp format for Last Update and Last Generation : Additional Timestamp Formats added Chapter 5.1 Modify entries: Refined description for URL modification. Chapter 7.1 Supported protocols and URL for transfer: Amended IP address for SFTP/FTP server
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2.5	Final	Markus Hani	15.06.2023	New mass upload screenshots 2.1 & 2.2

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1. General overview

SIX is offering a service for its distributor customers to efficiently support their regulatory and marketing document needs. The DocHub service provides the required documents by requesting them with a GUI (Graphical User Interface), via Widget or via API (for integration).

The documents are delivered via document metadata by suppliers. Most document metadata is supplied with the DocHub supplier API (file delivery via FTP or e-mail).

Some suppliers prefer a simpler more interactive delivery via GUI, when the amount of data is small, and delivery is not high frequent. DocHub provides a GUI interface to upload pdf documents one by one. For details see DocHub User Manual.

To support users which intend to use the GUI access with more standardized methods and additional parameters to upload many pdf documents or document metadata with links to their documents a Mass Upload function has been implemented.

This document describes how documents and metadata can be uploaded.

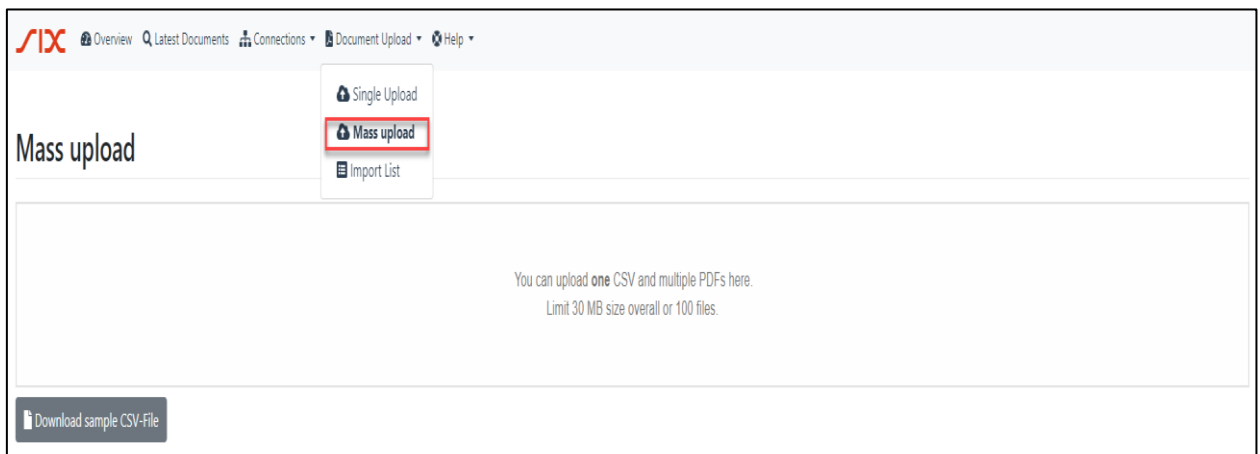
Documents can be uploaded either via GUI together with a metadata file. In addition, an upload via FTP/SFTP is available. You can find details here.

2. How to access the Mass Upload

Document upload is only available for users with a Power Supplier role.

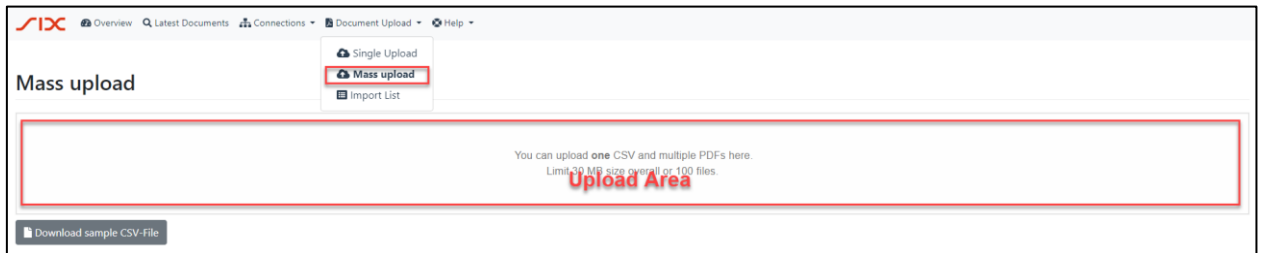
2.1. Access Mass Upload

Start the document upload from the main menu point Document Upload.
Then press the Mass Upload button.



2.2. Upload the file

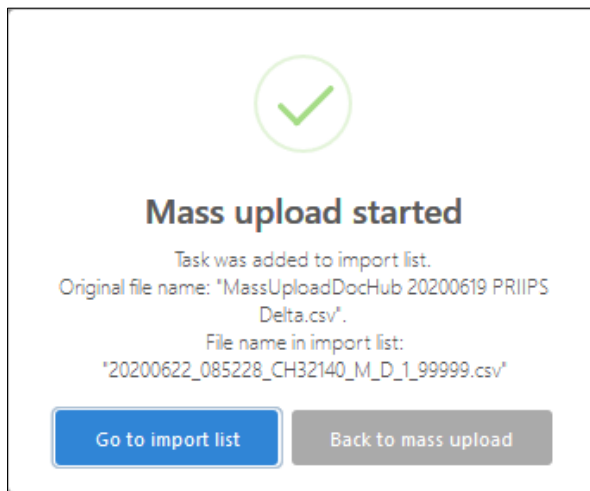
When Mass Upload has been selected following screen appears.



You can drop the the metadata csv file and the document PDF(s) into the upload area or click into the upload area to select the files to be uploaded from your computer.

In case a metadata file contains only links to documents, it is sufficient to upload the CSV file. Please note that there is a limitation of 5 MB for the size of the sum of all files to be uploaded.

When the file(s) has been dropped into the window you get a screen indicating that the upload has been started. The name of the csv file is translated into a DocHub standard input filename and is not visible in later steps. You can copy the text with the mapping of original filename to import filename, in case you want to upload multiple files or keep track of what has been processed.

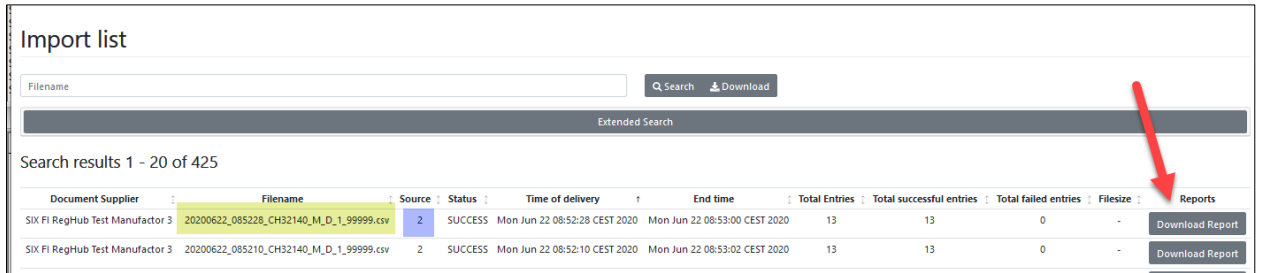


Sample copied text:

Original file name: "MassUploadDocHub 20200619 PRIIPS Delta.csv".
File name in import list: "20200622_085228_CH32140_M_D_1_99999.csv"

You can either go back to Mass Upload or to Import List.

2.3. Check processing results in Import List



Import list

Filename Search Download

Extended Search

Search results 1 - 20 of 425

Document Supplier	Filename	Source	Status	Time of delivery	End time	Total Entries	Total successful entries	Total failed entries	Filesize	Reports
SIX FI RegHub Test Manufacturer 3	20200622_085228_CH32140_M_D_1_99999.csv	2	SUCCESS	Mon Jun 22 08:52:28 CEST 2020	Mon Jun 22 08:53:00 CEST 2020	13	13	0	-	Download Report
SIX FI RegHub Test Manufacturer 3	20200622_085210_CH32140_M_D_1_99999.csv	2	SUCCESS	Mon Jun 22 08:52:10 CEST 2020	Mon Jun 22 08:53:02 CEST 2020	13	13	0	-	Download Report

In import list the DocHub standard input filename is used to display the result of the import.

It might take some time until the file is processed. The status could be PENDING (waiting for processing), PROCESSING (when the processing is started), SUCCESS (processing is completed) or ERROR (no processing has been done).

In case of SUCCESS please check the number of Total successful entries. This number should reflect the number of data lines in your csv file.

Total failed entries indicate the number of lines which failed. If this number is not 0 or the status is ERROR, please check the report by pushing Download Report Button (see red arrow). There is a description what went wrong. It takes some more time until the button is displayed.

3. Format of the CSV file

The CSV file may be comma “,” or semicolon “;” separated.

Multiple values within a column should be separated by pipe (“|”).

4. Content of the File

Column groups	Required/optional	Default	Content
Modifier	Optional	N	4.1
Identifiers	Required (at least one identifier)		Instrument Identifiers could be delivered in one column (coded format) or in multiple columns where the type is in column header. See 4.2
Jurisdiction	Required		See 4.3
Language	Required		4.4
DocumentType	Required		4.5 codes in DocHub Attribute Tables
Distribution	Optional	P0001	4.6
PublicationClassificationType	Optional	1	4.7
Filename	Required		Link or filename of the document. Should not contain blanks see 4.8
Issuer Identifiers	Optional		Issuer Identifiers could be delivered in one column (coded format) or in multiple columns where the type is in column header see 4.9
Generation Method Type	Optional	9999	codes in DocHub Attribute Tables
SourcingStrategyType	Optional	99	codes in DocHub Attribute Tables
MIMEType	Optional	1	codes in DocHub Attribute Tables
FileSize	Optional		Size of PDF file
Checksum	Optional		Checksum of PDF file
IssuerName	Optional		Name of the issuer. For Funds Name of managing company
LastGenerationTS	Optional	Upload time	Time of generation of the PDF File See 4.10 for the description of the format. For Funds the Record data should be delivered
LastUpdateTS	Optional	Upload time	Time of last update of the PDF File See 4.10 for the description of the format.

4.1. Modifier

The column with the header **Modifier** states if an instrument should be inserted, modified or deleted. There is no functional difference between modifier “N” and “M”.

Code	Content supplied in the column
N	Insert this metadata to DocHub (if data already present, existing data is replaced)
D	Delete this metadata
M	Modify existing Metadata (if not present, data will be inserted).

4.2. Identifiers

For the identifiers two different formats are supported.

- Column headed identifiers
- Coded identifiers

4.2.1.1. Column headed identifiers

The values supplied in the column of a column head, are identifiers expected as metadata. Multiple columns can be supplied. It is sufficient to supply the column which are used. At least one identifier is expected.

Column head	Content supplied in the column
VALOR	Swiss Valorennummer
WKN	German WKN (Wertpapier Kenn Nummer)
DocGen OTC	DocGen OTC Identifier
Sicovam	French Sicovam (outdated)
SEDOL	LSE Sedol Number
ISIN	ISIN
Supplier specific 1	Supplier specific identification 1
Supplier specific 2	Supplier specific identification 2
Supplier specific 3	Supplier specific identification 3
CUSIP	S&P american CUSIP number
COMPANY GK	The SIX specific company identifier (Gesellschafts-Key)
COMPANY LEI	The Legal Entity Identifier according to ISO 17442
COMPANY IDENTIFIER TEXT	Identifier in textual form of the company. In most cases the company's name.
ETD ISIN	ISIN hyphen “Contract Side Type”.
ETD VALOR	Exchange Traded Derivative (ETD) instruments reflecting the Short and Long view.
ETD ALL	All (Alternative Instrument Identifier) hyphen “Contract Side Type”.

4.2.1.2. Coded identifiers

When using the header **identifiers**, the identifiers could be supplied in one column. The identifiers need to be identified by the numeric or alphanumeric code followed by an equal sign “=”.

Example: 1= DE000CBK1001|2=21170377

Numeric code	Alphanumeric code	Content supplied in the column
1	I-	ISIN
2	CH	Swiss Valorennummer
3	DE	German WKN (Wertpapier Kenn Nummer)
4	GB	LSE Sedol Number
5	US	S&P american CUSIP number

6	FR	French Sicovam (outdated)
101	SU1	Supplier specific identification 1
102	SU2	Supplier specific identification 2
103	SU3	Supplier specific identification 3
201	DGOTC	DocGen OTC Identifier
301	ETD-I-	ISIN hyphen "Contract Side Type"
302	ETD-CH	Swiss Valorenumber hyphen "Contract Side Type"
303	ETD-ALL	All (Alternative Instrument Identifier) hyphen "Contract Side Type"
801	COMP-LEI	COMPANY LEI
802	COMP-GK	COMPANY GK
803	COMP-TXT	COMPANY Identifier Text

4.3. Jurisdiction

The language needs to be headed by "**Jurisdiction**".

At least one jurisdiction according to ISO 3166-1 (two letter code) needs to be supplied. Multiple jurisdictions need to be separated by pipe "|". In case there is no jurisdiction applicable set value "U0".

4.4. Language

The language needs to be headed by "**Language**".

One language according to ISO 639-1 (two letter code) is expected.

4.5. DocumentType

Column with the header **DocumentType** needs to deliver the document type.

The code value is expected to be delivered.

Possible values can be found in document: DocHub Attribute Tables

4.6. Distribution

Column with the header **Distribution** defines which distributors are allowed to see the document.

Default is depends on the roles of the supplier.

- **Client has a supplier and distributor role**
 The default is to set the value to the own distribution ID. In the past distributors has uploaded documents for their own purpose, but the distribution ID was set to Public Distribution. This is now avoided with the new setting.
- **Client has only a supplier role**
 In this case the public distribution "P0001" is set as default. The default value can be changed by SIX support.

If public distribution is not intended Channel or distributor IDs need to be supplied. The value "P0001" can be supplied to enforce public distribution. Channel and distribution IDs can be downloaded in GUI menu connection management.

4.7. PublicationClassificationType

Column with the header **PublicationClassificationType** defines if the document is intended to be public available. Possible values can be found in document: DocHub Attribute Tables

4.8. Filename (or URL)

Column with the header **Filename** should either hold an URL referring to a document, or a name of the document to be uploaded during the upload process.

Header **URL** might be used instead of the header **Filename**. **Functional it is the same.**

Blanks in Filename need to be replaced with %20.

4.9. IssuerIdentifiers

For the Issuer identifiers two different formats are supported.

- Column headed issuer identifiers
- Coded issuer identifiers

4.9.1.1. Column headed issuer identifiers

The values supplied in the column of a column head, are issuer identifiers delivered as metadata. Multiple columns can be supplied. It is sufficient to supply the column which is used.

Column head	Content supplied in the column
Legal Entity Identifier	The LEI is delivered
SIX Internal Institution ID	The SIX Internal Institution ID (GK Key) is delivered

4.9.1.2. Coded issuer identifiers

When using the header **IssuerIdentifiers** the issuer identifiers are supplied in one column. The issuer identifiers need to be identified by the code followed by an equal sign “=”.

Example: 1=299352|2=851WYGNLUQLFZBSYGB56

Code	Content supplied in the column
1	SIX Internal Institution ID
2	The LEI is delivered

4.10. Timestamp format for Last Update and Last Generation

The timestamp needs to be delivered in one of the following formats.

Format of timestamp	Description
yyyyMMdd_HHmss_Szzzz	yyyy = year MM = month dd = day HH = hours Mm = minutes ss = seconds S = sign zzzz = time zone regions with standard offset from UTC Examples: 20160601_121514_+0200 20160615_164501_-0800
dd.MM.yyyy HH:mm:ss	yyyy = year MM = month dd = day HH = hours mm = minutes Ss = seconds Examples: 02.02.2022 12:15:14
dd.MM.yyyy HH:mm	yyyy = year MM = month dd = day HH = hours mm = minutes Examples: 02.02.2022 12:15

5. Get and modify your uploaded document metadata universe

In Document upload you can download all document data you have manually uploaded by pushing the button Download manually uploaded Metadata.



You can use this file to maintain your universe. You can modify or delete entries.

5.1. Modify entries

To change jurisdictions for several documents, you extract the relevant lines, change the jurisdiction, set the modifier to "M", save the file as csv and upload the file via Mass Upload to get this done.

We recommend sending only the items which should be changed.

When you change the URL a new entry is created, and the old entry remains. To avoid this add a copy of the old entry with the outdated URL to the file and set the modifier to "D" delete.

5.2. Delete entries

To delete documents, you extract the relevant lines, set the modifier to "D", save the file as csv and upload the file via Mass Upload to get this done.

6. Additional information regarding automatic deletions and replacements

6.1. Replacement of existing data and combinations of csv lines

DocHub is using the filename or URL as key for document metadata. When a newer document for the same Instrument Identifier (ISIN, ...), document type, language and jurisdiction is delivered with a new URL the old entry is not removed.

In case a document is delivered with the same URL and there is already an entry on the database, this existing entry is removed.

When multiple lines are delivered with the same URL the entries are combined to one entry.

To suppress the combination of entries a unique Identifier can be added to the URL preceded by a # character. This is not working for locally stored documents.

6.2. Removal of duplicate entries

SIX has provided a feature to remove duplicates from the database. Duplicates are entries sharing the same Instrument Identifier (ISIN, ...), document type, language and jurisdiction. When the removal is activated, duplicates are identified, and entries delivered before the most recent update removed.

In case there are multiple identifiers for a Document metadata entry these identifiers must match to get the entries removed.

Please contact SIX support to activate this feature.

7. Delivery of pdf documents via FTP/SFTP

To upload many pdf documents or documents which have a big size an FTP/SFTP server is provided. You need to order an account before you can use the SFTP server. Please provide the IP address from your system. It is used to restrict the access via firewall whitelisting.

7.1. Supported protocols and URL for transfer

Data can be delivered by FTP or SFTP into the /upload directory. A customer might create further directories if needed. When documents are uploaded, they are not visible to distributors. A metadata upload is needed to supply needed additional information.

7.1.1.1. Address of FTP Server

Name ftpdochub.six-financial-information.com
Addresses 82.97.160.221
User and password will be transmitted on request.
Directory /upload

7.1.1.2. Address of SFTP Server

Name: sftpdochub.six-financial-information.com
Addresses: 82.97.160.221
User, password and key will be transmitted on request.
Directory /home/*username*/upload
username needs to be replaced by the user name for the access to the SFTP site.

7.2. Referencing uploaded metadata

Files in the `upload` directory are referenced by following prefix `file:upload/`

The file `Test_Document.pdf` in the `upload/subdir` directory is referenced in the metadata file by `file:upload/Test_Document.pdf`

The file `Testfile_in_subdir.pdf` in the `upload/subdir` directory is referenced in the metadata file by `file:upload/subdir/Test_Document.pdf`

Be aware that the directory name and the filename are case sensitive. Use Ascii character set. Avoid using following characters in the filename, since they need to be encoded when they are part of an URL. See the encoding below:

Character	Hex Code	Character	Hex Code	Character	Hex Code	Character	Hex Code
<u>_</u>	%20	{	%28	:	%3A	\	%5C
<u>!</u>	%21	}	%29	;	%3B		%5D
<u>"</u>	%22	*	%2A	<	%3C	{	%7B
<u>#</u>	%23	+	%2B	=	%3D		%7C
<u>\$</u>	%24	_	%2C	>	%3E	}	%7D
<u>%</u>	%25	-	%2D	?	%3F		
<u>&</u>	%26	=	%2E	@	%40		
<u>'</u>	%27	/	%2F	[%5B		

7.3. Verify uploaded metadata

Please ensure that the URLs provided are matching the filenames and directory which has been used for update. URLs are accepted **without** verification of existence of the referred file. Retrieve some sample documents to ensure that documents can be provided.

In case you need help use the Help button in the GUI to find support contacts.

8. Example Files

Here you can find the printout of some sample files for mass upload. A sample file can be downloaded in the mass upload window.

8.1. Sample File with all headers

8.1.1.1. Insert metadata

8.1.1.2. Display format

Modifier	URL	DocumentType	MIMEType	Language	GenerationMethodType	FileSize	Checksum	PublicationClassificationTy	Jurisdiction	Distribution	InstrumentIdentifiers	IssuerIdentifiers	IssuerName	SourcingStrategyType	LastGenerationTS	LastUpdateTS
N	https://sample.com/some-fund1.pdf	3	1	de	3	274929	2dbe2fccfe6a8a597365a358effe184d	0	DE AT	P0001	1=DE000TEST603 1=DE000TEST611			3	20200920_154300_+0200	20200921_154300_+0200
N	https://sample.com/some-fund2.pdf	101	1	de	3			0	DE AT	P0001	1=DE000TEST603 1=DE000TEST611			3	20200920_154501_+0200	20200921_154501_+0200

8.1.1.3. Copy format

Use lines below to copy from PDF and insert into Excel. Use Excel function text to columns to separate

Modifier;URL;DocumentType;MIMEType;Language;GenerationMethodType;FileSize;Checksum;PublicationClassificationType;Jurisdiction;Distribution;InstrumentIdentifiers;IssuerIdentifiers;IssuerName;SourcingStrategyType;LastGenerationTS;LastUpdateTS

S;https://sample.com/some-

fund1.pdf;3;1;de;3;274929;2dbe2fccfe6a8a597365a358effe184d;0;DE|AT;P0001;1=DE000TEST603|1=DE000TEST611;;;3;20200920_154300_+0200;20200921_154300_+0200

S;https://sample.com/some-fund2.pdf;101;1;de;3;;;0;DE|AT;P0001;1=DE000TEST603|1=DE000TEST611;;;3;20200920_154501_+0200;20200921_154501_+0200

8.2. Sample file all columns column headed instrument and issue identifiers

8.2.1.1. Insert metadata

8.2.1.2. Display format

Modifier	ISIN	VALOR	WKN	Jurisdiction	Language	Document Type	Distribution	Publication Classification Type	Filename	SIX Internal Institution ID	Generation Method Type
N	DE9871001111	6546541	TEST40	AT	de	111	P0001	0	https://www.example.com/fileadmin/fg38/funktionsuebersicht/beispiel.pdf	9999980	1
N	DE9871001129	6546542	TEST41	DE DE	de	101			http://www.example.com/download/pdf_barrierefrei.pdf	9999981	2
N	DE9871001137	6546543	TEST42	CH DE AT	en	102	P0001	0	https://example.com/wp-content/uploads/beispiel.pdf	9999982	3
N	DE9871001145	6546544	TEST43	AT	de	103	P0001	1	https://www.example.com/uploads/media/Pressemitteilung_Juni_2010.pdf	9999983	9999
N	DE9871001152	6546545	TEST44	DE	fr	104	P0001	0	https://www.example.com/fileadmin/media/csc.unisg.ch/public/02_studierende/documents/Beispiel_Motivationsschreiben.pdf	9999984	

8.2.1.3. Copy format

Use lines below to copy from PDF and insert into Excel. Use Excel function text to columns to separate.

Modifier;ISIN;VALOR;WKN;Jurisdiction;Language;Document Type;Distribution;Publication Classification Type;Filename;SIX Internal Institution ID;Generation Method Type

N;DE9871001111;6546541;TEST40;AT;de;111;P0001;0;https://www.example.com/fileadmin/fg38/funktionsuebersicht/beispiel.pdf;9999980;1

N;DE9871001129;6546542;TEST41;DE|DE;de;101;;http://www.example.com/download/pdf_barrierefrei.pdf;9999981;2

N;DE9871001137;6546543;TEST42;CH|DE|AT;en;102;P0001;0;https://example.com/wp-content/uploads/beispiel.pdf;9999982;3

N;DE9871001145;6546544;TEST43;AT;de;103;P0001;1;https://www.example.com/uploads/media/Pressemitteilung_Juni_2010.pdf;9999983;9999

N;DE9871001152;6546545;TEST44;DE;fr;104;P0001;0;https://www.example.com/fileadmin/media/csc.unisg.ch/public/02_studierende/documents/Beispiel_Motivationsschreiben.pdf;9999984;

N;DE9871001160;6546546;TEST45;CH;fr;105;10001;1;https://www.example.com/osMedia/doc/beispielpdf_0806.pdf;9999985;

8.2.1.4. Delete metadata

8.2.1.5. Display format

Modifier	ISIN	VALOR	WKN	Jurisdiction	Language	Document Type	Distribution	Publication Classification Type	Filename	SIX Internal Institution ID	Generation Method Type
D	DE9871001111	6546541	TEST40	AT	de	111	P0001	0	https://www.example.com/fileadmin/fg38/funktionsuebersicht/beispiel.pdf	9999980	1
D	DE9871001129	6546542	TEST41	DE DE	de	101			http://www.example.com/download/pdf_barrierefrei.pdf	9999981	2
D	DE9871001137	6546543	TEST42	CH DE AT	en	102	P0001	0	https://example.com/wp-content/uploads/beispiel.pdf	9999982	3
D	DE9871001145	6546544	TEST43	AT	de	103	P0001	1	https://www.example.com/uploads/media/Pressemitteilung_Juni_2010.pdf	9999983	9999
D	DE9871001152	6546545	TEST44	DE	fr	104	P0001	0	https://www.example.com/fileadmin/media/csc.unisg.ch/public/02_studierende/documents/Beispiel_Motivationsschreiben.pdf	9999984	

8.2.1.6. Copy format

Use lines below to copy from PDF and insert into Excel. Use Excel function text to columns to separate.

Modifier;ISIN;VALOR;WKN;Jurisdiction;Language;Document Type;Distribution;Publication Classification Type;Filename;SIX Internal Institution ID;Generation Method Type
 D;DE9871001111;6546541;TEST40;AT;de;111;P0001;0;https://www.example.com/fileadmin/fg38/funktionsuebersicht/beispiel.pdf;9999980;1
 D;DE9871001129;6546542;TEST41;DE|DE;de;101;;;http://www.example.com/download/pdf_barrierefrei.pdf;9999981;2
 D;DE9871001137;6546543;TEST42;CH|DE|AT;en;102;P0001;0;https://example.com/wp-content/uploads/beispiel.pdf;9999982;3
 D;DE9871001145;6546544;TEST43;AT;de;103;P0001;1;https://www.example.com/uploads/media/Pressemitteilung_Juni_2010.pdf;9999983;9999
 D;DE9871001152;6546545;TEST44;DE;fr;104;P0001;0;https://www.example.com/fileadmin/media/csc.unisg.ch/public/02_studierende/documents/Beispiel_Motivationsschreiben.pdf;9999984;
 D;DE9871001160;6546546;TEST45;CH;fr;105;10001;1;https://www.example.com/osMedia/doc/beispielpdf_0806.pdf;9999985;

8.3. Sample file all columns coded instrument and issue identifiers

8.3.1.1. Display format

Modifier	Identifiers	Jurisdiction	Language	Document Type	Distribution	Publication Classification Type	Filename	Issuer Identifiers	Generation Method Type
N	1=DE9871001111 CH=6546541 DE=TEST40 201=OTC_TEST40 6=SIC_TEST40 GB=SED_TEST40 US=CUS_TEST40 101=TEST40 SU2=TEST40	AT	de	111	P0001	0	https://www.example.com/fileadmin/fg38/funktionsuebersicht/beispiel.pdf	1=9999980 2=LEI_TEST0X0X0X0X0X0X0X0X0X0X0XYZ40	3
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