

**Owner: mySupply ApS**

**Project: VAX 360**

**Title: VAX Transfer**

**Subject: Installation Guideline**

This document contains technical specifications and installation guide for VAX Transfer which is used for transferring documents to/from VAX360.

Version: 1.1



# 1. Document information

## 2. Revision history

Version	Date	Changes	Changed by
1.0	09.10.2019	Initial document	Kasper Højrup Jensen
1.1	12.10.2023	Added new URL in 4.2	mySupply Support
1.1	12.10.2023	New downloadlink to VaxTransfer	mySupply Support

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	2 af 30
Kunde:	[mySupply Support]				



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Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	3 af 30
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## 4. Introduction

## 5. Purpose of the software

VAX Transfer is used as a client tool for exchanging electronic documents to/from VAX 360 platform. VAX Transfer can be used both for manual and scheduled upload and/or download of documents to/from VAX 360.

## 6. Security

The VAX Transfer software uses HTTPS (Hypertext Transfer Protocol Secure) as communication protocol to ensure the integrity and confidentiality of the data in the transfer between VAX Transfer and VAX 360. Data sent with HTTPS is secured via the Transport Layer Security (TLS) protocol. This provides protection in three crucial areas:

**Encryption:** The data gets encrypted so that it is protected against electronic eavesdropping.

**Data integrity:** Data cannot be altered or destroyed within the transfer, neither consciously nor unconsciously.

**Authentication:** User login proves that the VAX Transfer client is communicating with the corresponding VAX 360 platform.

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## 7. Requirements

The following describes the requirements for installing and configuring the VAX Transfer client


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## 8. .Net Framework 4.5

Installation of VAX Transfer requires that Microsoft .Net Framework 4.5 is installed on the machine where the VAX Transfer client is going to be installed.


 TIP: .Net Framework 4.5 can be downloaded from Microsoft's official webpage

<https://www.microsoft.com/en-US/download/details.aspx?id=30653>

 NB: Microsoft .Net Framework 4.5 is not supported in Windows Server 2003 and in Windows XP. VAX Transfer cannot be installed on devices that uses these operating systems.

## 9. Port 55555

Configuration of VAX Transfer requires that port **55555** is open for outbound traffic in the firewall. It is not necessary to open port **55555** or other inbound communication ports to install VAX Transfer.

 TIP: To test if port 55555 is open for outbound traffic, <http://portquiz.net:55555> can be used.

**VAX360 – 01 - for agreement numbers starting with '1'**

 TIP: VAX Transfer is using <https://vax01.vax360.dk:55555/VaxTransfer/upload> for uploading documents to VAX 360.

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✍ TIP: VAX Transfer is using <https://vax01.vax360.dk:55555/VaxTransfer/download> for downloading documents from VAX 360.

### VAX360 – 03 - for agreement numbers starting with '3'

✍ TIP: VAX Transfer is using <https://vax03.vax360.dk:55555/VaxTransfer/upload> for uploading documents to VAX 360.

✍ TIP: VAX Transfer is using <https://vax03.vax360.dk:55555/VaxTransfer/download> for downloading documents from VAX 360.

## 10. VAX Transfer folders

Configuration of VAX Transfer requires that folders for document exchange to/from VAX 360 has been created.

The following five folders can be relevant to create before installing VAX Transfer, depending on what kind of document exchange the solution includes:

**Download:** Documents received from VAX 360.

**Upload:** Documents sent to VAX 360.

**Manual:** Documents sent to VAX 360 but manually processed in VAX 360.

**Attachment:** Attachments that are manually linked to the invoice/credit note before sending.

**Archive** – Archiving/backup of sent documents.

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Kunde:	[mySupply Support]				



## 11. Installation guide

The VAX Transfer installation file will usually be provided by mySupply by mail.

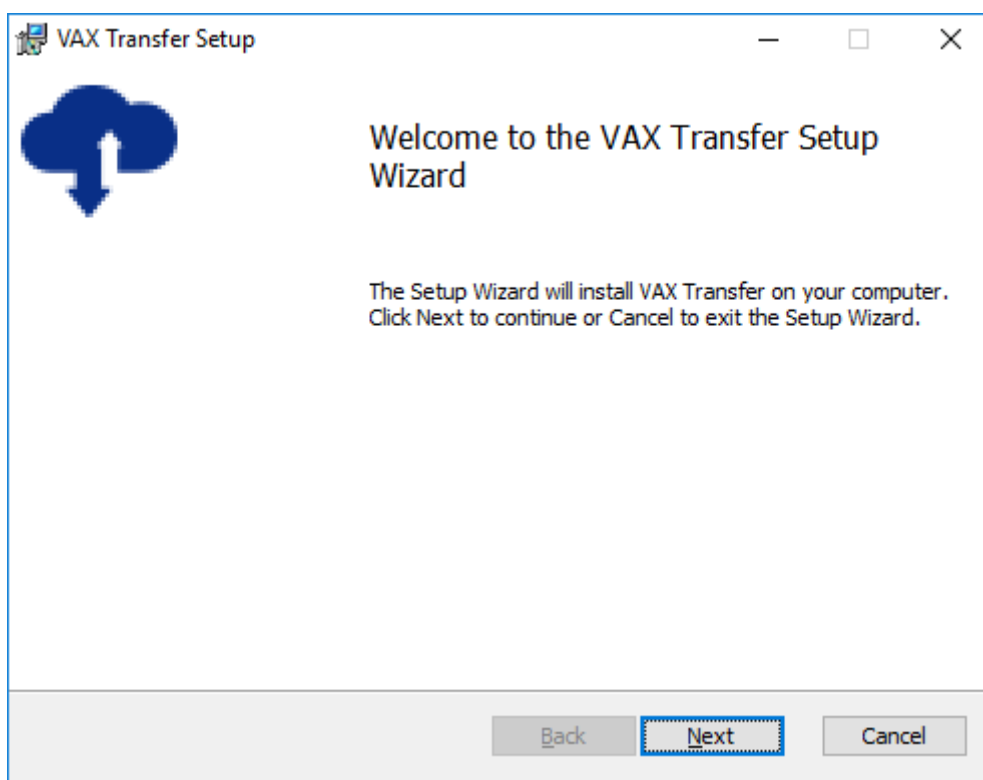
Alternatively, the VAX Transfer installation file can be downloaded from the following link:

<https://mysupply.dk/en/support/>

mySupply will provide the relevant VAX Transfer login credentials, needed when configuring the VAX Transfer client.

## 12. Installation

Double click on the installation file to start the installation.

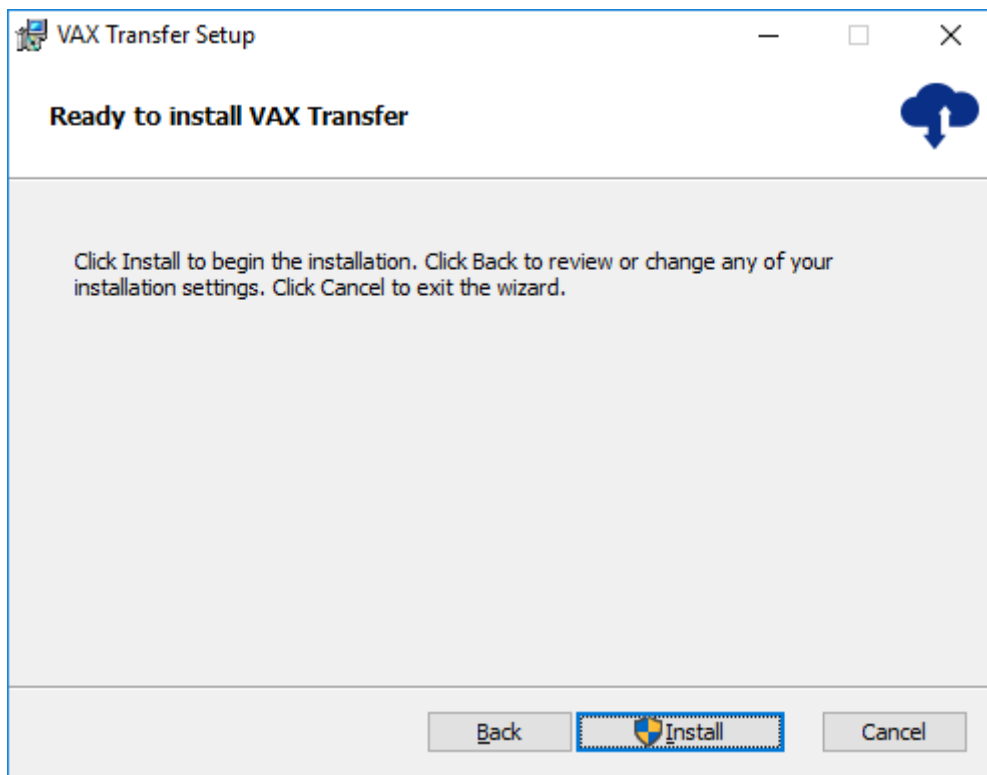


Click Next

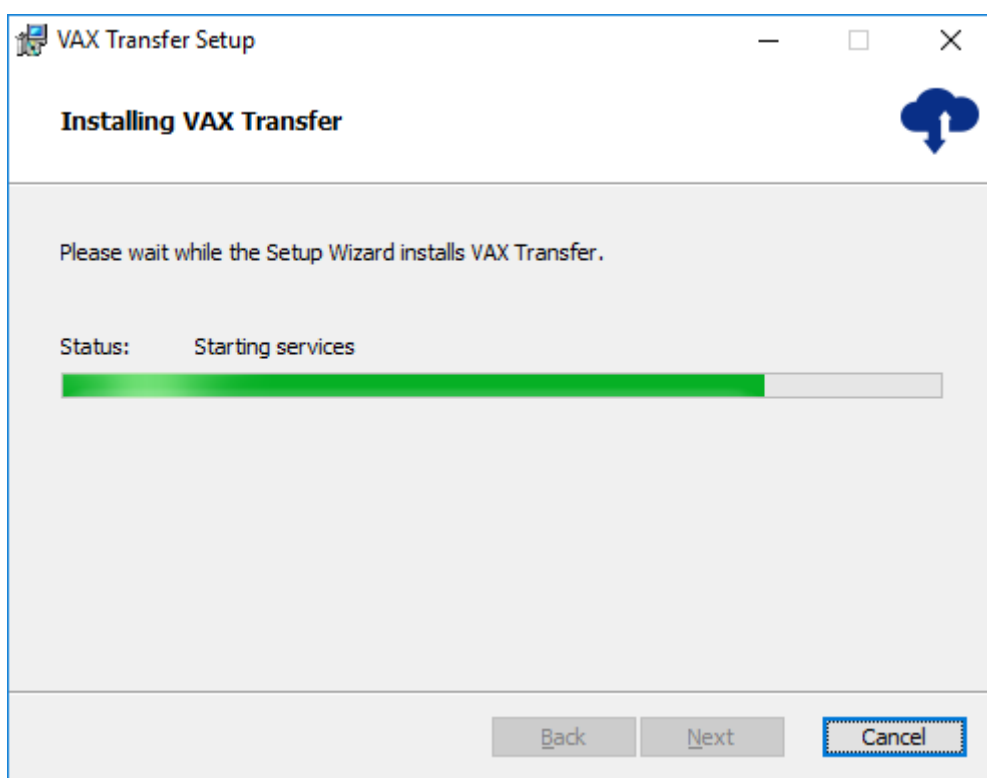
Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	7 af 30
Kunde:	[mySupply Support]				



## VAX Transfer Client Service

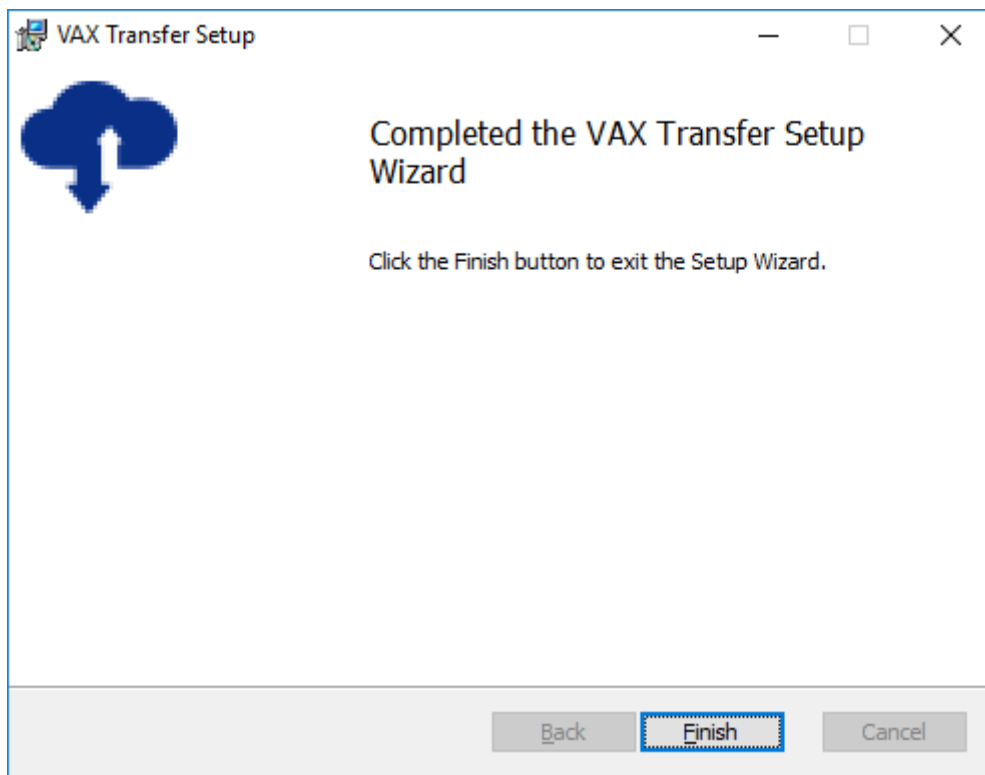


Click Install



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Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	8 af 30
Kunde:	[mySupply Support]				





Click Finish

VAX Transfer is now installed.

## 13. Configuration



NB: It is recommended that you create a separate Windows user account for “VAX Transfer Service”, that can run the VAX Transfer service.



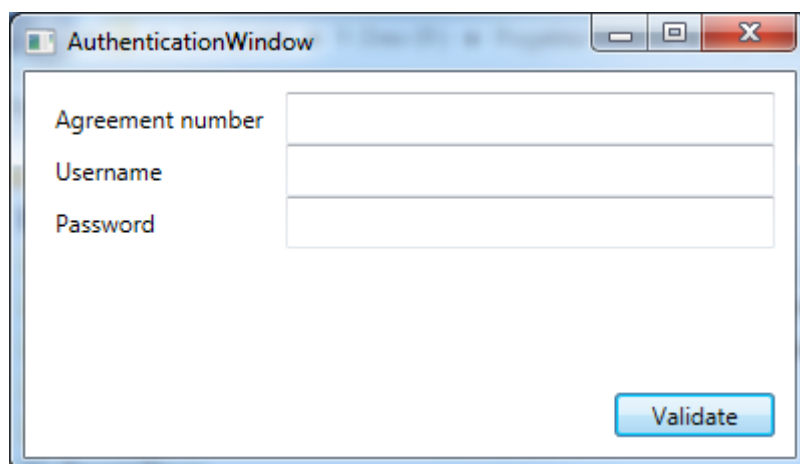
NB: The VAX Transfer Service Account user must be a member of the Local Administrator Group, and make sure that the user has read, write and delete privileges for the folders that are used in the VAX Transfer client.

The VAX Transfer service is assigned to a service account as following:

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Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	9 af 30
Kunde:	[mySupply Support]				

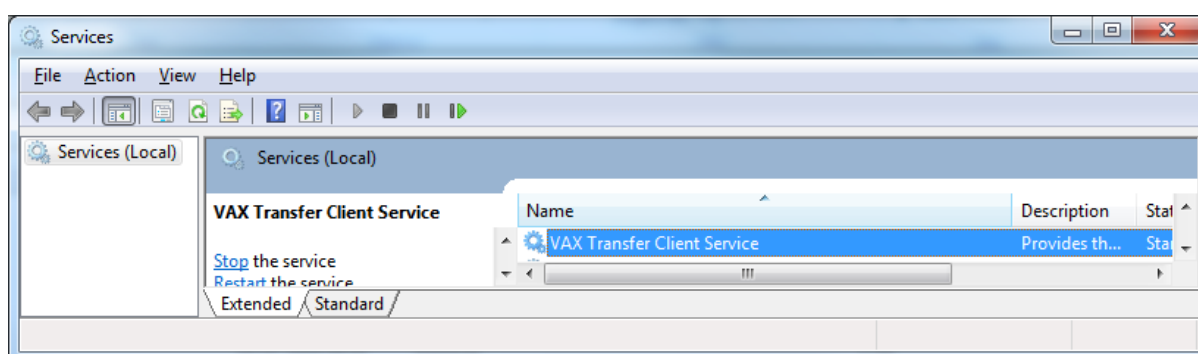
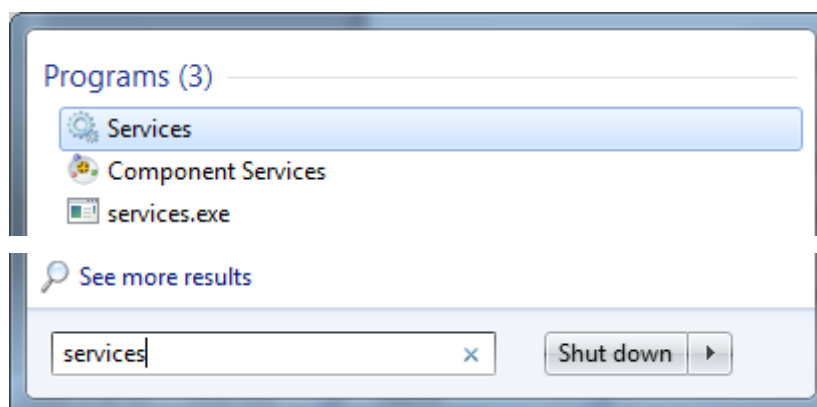


## VAX Transfer Client Service



Close the 'Authentication' window

Click Start → Run → Services → Enter

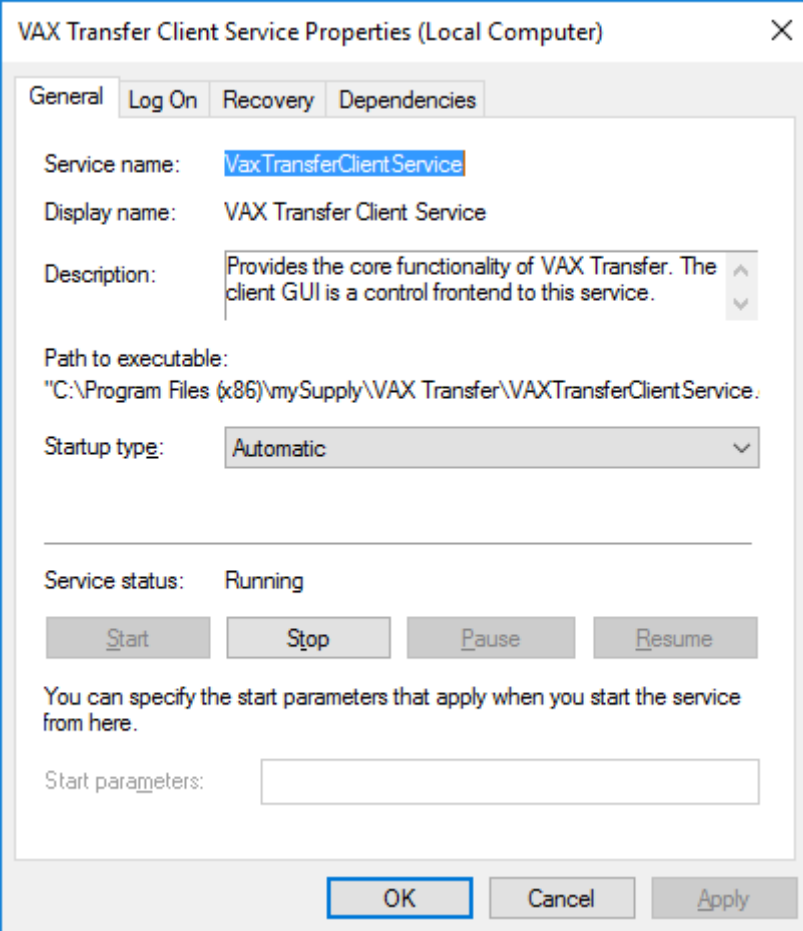


Double click on the VAX Transfer Client Service

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	10 af 30
Kunde:	[mySupply Support]				



## VAX Transfer Client Service



The screenshot shows the 'VAX Transfer Client Service Properties (Local Computer)' dialog box with the 'General' tab selected. The 'Service name' is 'VaxTransferClientService', the 'Display name' is 'VAX Transfer Client Service', and the 'Description' is 'Provides the core functionality of VAX Transfer. The client GUI is a control frontend to this service.' The 'Path to executable' is 'C:\Program Files (x86)\mySupply\VAX Transfer\VAXTransferClientService.' and the 'Startup type' is set to 'Automatic'. The 'Service status' is 'Running'. There are buttons for 'Start', 'Stop', 'Pause', and 'Resume'. Below these is a text box for 'Start parameters'.

VAX Transfer Client Service Properties (Local Computer)

General Log On Recovery Dependencies

Service name: VaxTransferClientService

Display name: VAX Transfer Client Service

Description: Provides the core functionality of VAX Transfer. The client GUI is a control frontend to this service.

Path to executable: "C:\Program Files (x86)\mySupply\VAX Transfer\VAXTransferClientService."

Startup type: Automatic

Service status: Running

Start Stop Pause Resume

You can specify the start parameters that apply when you start the service from here.

Start parameters:

OK Cancel Apply

Under the 'General' tab, change the startup type to Automatic.

Then select the 'Log On' tab.

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	11 af 30
Kunde:	[mySupply Support]				



## VAX Transfer Client Service

VAX Transfer Client Service Properties (Local Computer) ✕

General Log On Recovery Dependencies

Log on as:

☒ Local System account

☐ Allow service to interact with desktop

☐ This account:  Browse...

Password:

Confirm password:

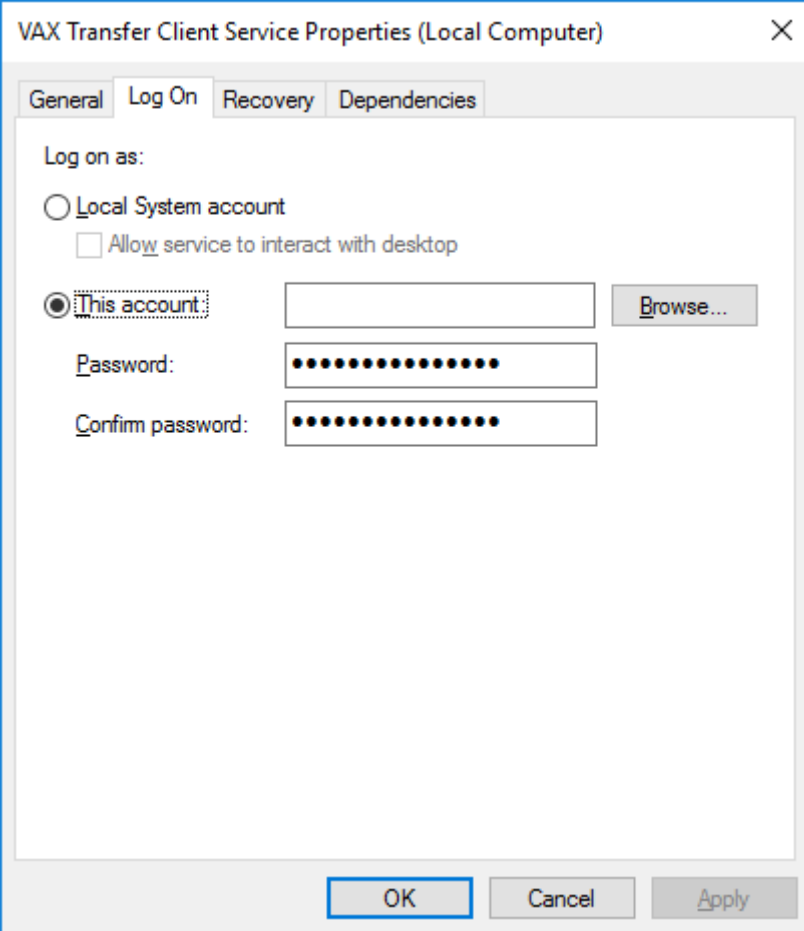
OK Cancel Apply

Mark 'This account'

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	12 af 30
Kunde:	[mySupply Support]				

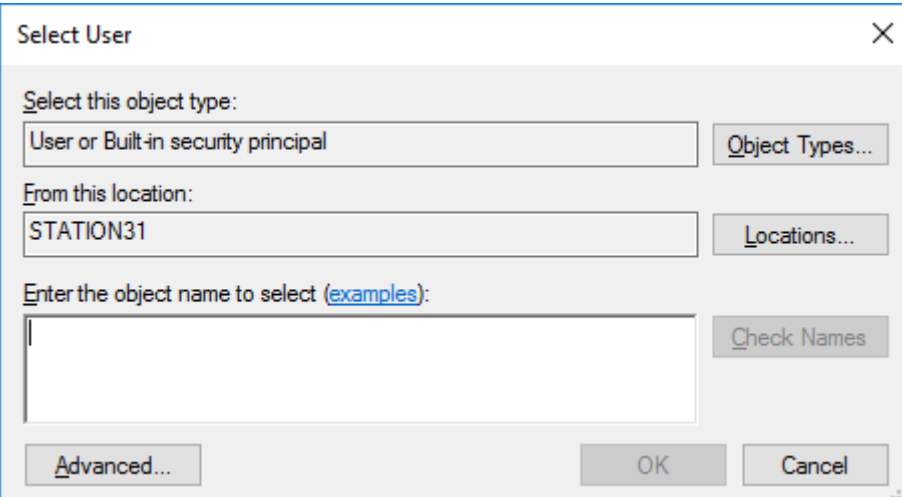


## VAX Transfer Client Service



The screenshot shows the 'VAX Transfer Client Service Properties (Local Computer)' dialog box with the 'Log On' tab selected. The 'Log on as:' section has three options: 'Local System account' (unselected), 'This account:' (selected), and 'Allow service to interact with desktop' (unchecked). The 'This account:' option has a text box next to it, and a 'Browse...' button is to its right. Below this, there are 'Password:' and 'Confirm password:' labels, each followed by a masked password field (dots). At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

Click Browse...



The screenshot shows the 'Select User' dialog box. It has a 'Select this object type:' section with a dropdown menu showing 'User or Built-in security principal' and an 'Object Types...' button. Below this is a 'From this location:' section with a dropdown menu showing 'STATION31' and a 'Locations...' button. At the bottom is a text box labeled 'Enter the object name to select (examples):' and a 'Check Names' button. At the very bottom are 'Advanced...', 'OK', and 'Cancel' buttons.

Click Advanced...

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	13 af 30
Kunde:	[mySupply Support]				



Select User

Select this object type:  
User or Built-in security principal

Object Types...

From this location:  
STATION31

Locations...

Common Queries

Name: Starts with

Description: Starts with

☐ Disabled accounts


☐ Non expiring password

Days since last logon:

Columns...

Find Now

Stop



Search results:

OK

Cancel

Name	In Folder
------	-----------

Click Find Now

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	14 af 30
Kunde:	[mySupply Support]				



## VAX Transfer Client Service

Select User

Select this object type:  
User or Built-in security principal

Object Types...

From this location:  
STATION31

Locations...

Common Queries

Name: Starts with

Description: Starts with

☐ Disabled accounts


☐ Non expiring password

Days since last logon:

Columns...

Find Now

Stop



Search results:

OK

Cancel

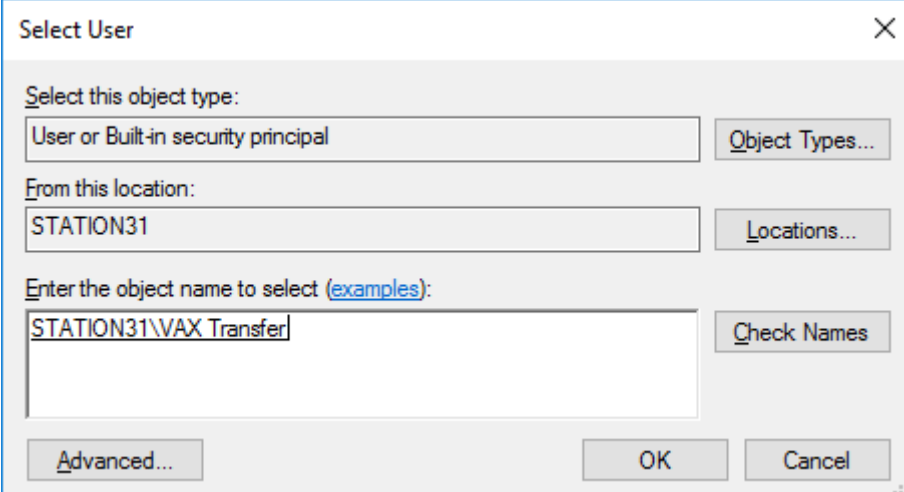
Name	In Folder
Administrator	STATION31
Default Account	STATION31
Guest	STATION31
IT	STATION31
LOCAL SERVICE	
NETWORK SERVICE	
VAX Transfer	STATION31

Double click on VAX Transfer (or the name of the account that you have created to run the service).

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	15 af 30
Kunde:	[mySupply Support]				

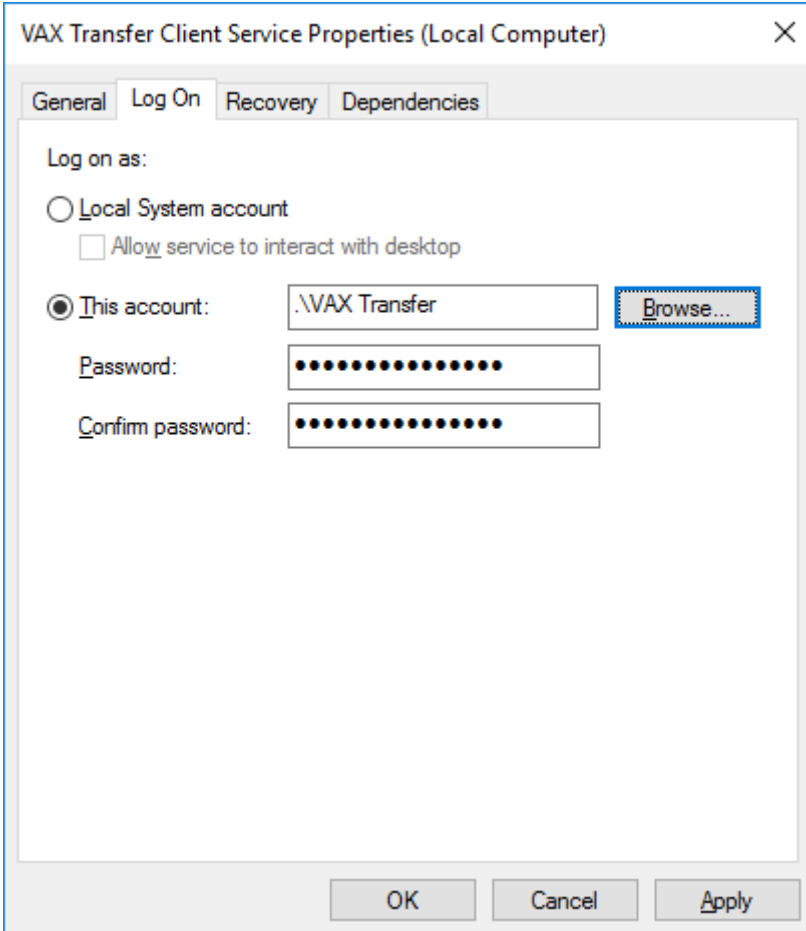


## VAX Transfer Client Service



The 'Select User' dialog box is used to configure the service's logon account. It contains three main sections: 'Select this object type:' with a dropdown set to 'User or Built-in security principal' and an 'Object Types...' button; 'From this location:' with a dropdown set to 'STATION31' and a 'Locations...' button; and 'Enter the object name to select (examples):' with a text box containing 'STATION31\VAX Transfer' and a 'Check Names' button. At the bottom are 'Advanced...', 'OK', and 'Cancel' buttons.

Click OK



The 'VAX Transfer Client Service Properties (Local Computer)' dialog box has four tabs: 'General', 'Log On', 'Recovery', and 'Dependencies'. The 'Log On' tab is active, showing 'Log on as:' options. The 'Local System account' option is unselected, while 'This account:' is selected with the text '.\VAX Transfer' in the adjacent box. A 'Browse...' button is next to the account name. Below are 'Password:' and 'Confirm password:' fields, both filled with dots. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Insert Password

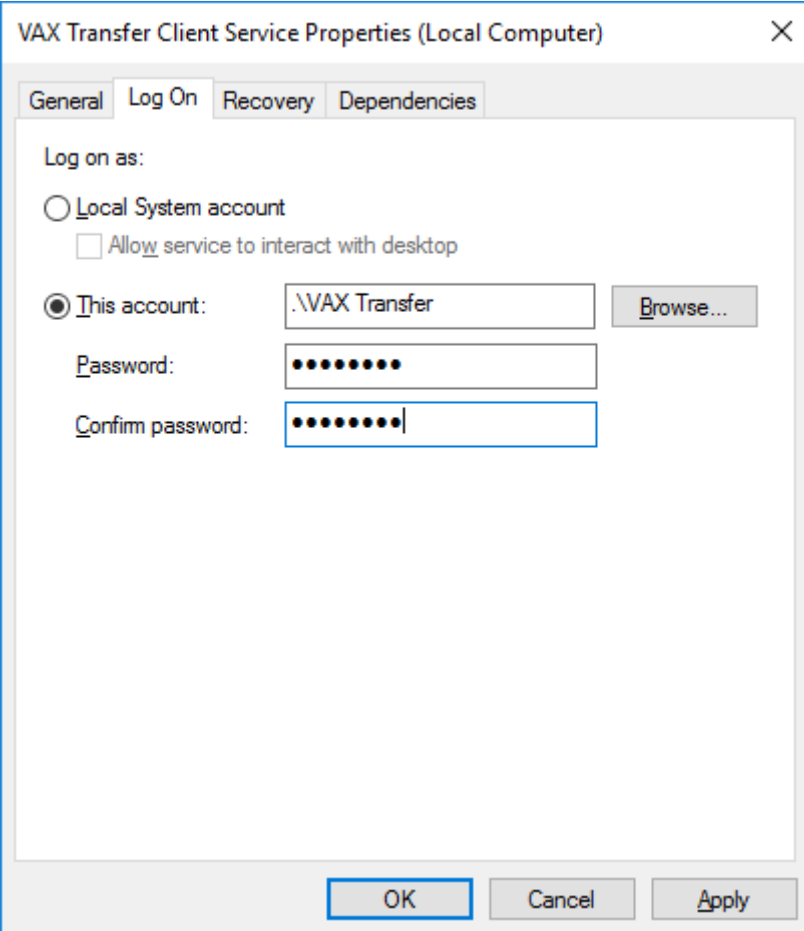
Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	16 af 30
Kunde:	[mySupply Support]				





## VAX Transfer Client Service

Insert Confirm Password



VAX Transfer Client Service Properties (Local Computer)

General Log On Recovery Dependencies

Log on as:

☐ Local System account

☐ Allow service to interact with desktop

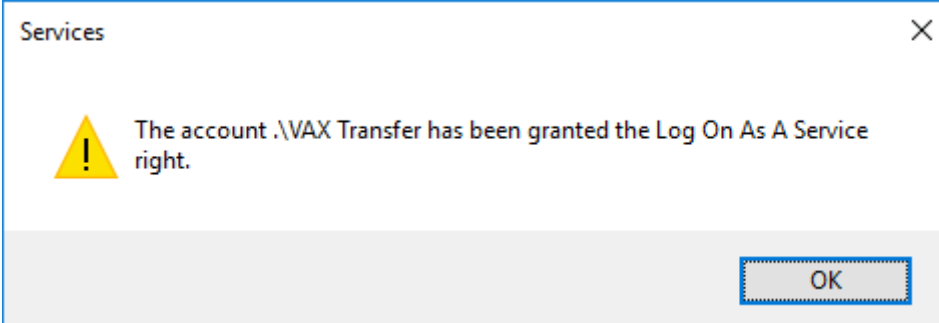
☒ This account: .\VAX Transfer Browse...

Password: .....


Confirm password: .....|

OK Cancel Apply

Click OK



Services

 The account .\VAX Transfer has been granted the Log On As A Service right.

OK

Click OK

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	17 af 30
Kunde:	[mySupply Support]				



## VAX Transfer Client Service

VAX Transfer Client Service Properties (Local Computer) ✕

General Log On Recovery Dependencies

Service name: VaxTransferClientService

Display name: VAX Transfer Client Service

Description: Provides the core functionality of VAX Transfer. The client GUI is a control frontend to this service. ⬆ ⬇

Path to executable: "C:\Program Files (x86)\mySupply\VAX Transfer\VAXTransferClientService.

Startup type: Automatic ⬇

---

Service status: Stopped

Start Stop Pause Resume

You can specify the start parameters that apply when you start the service from here.

Start parameters:

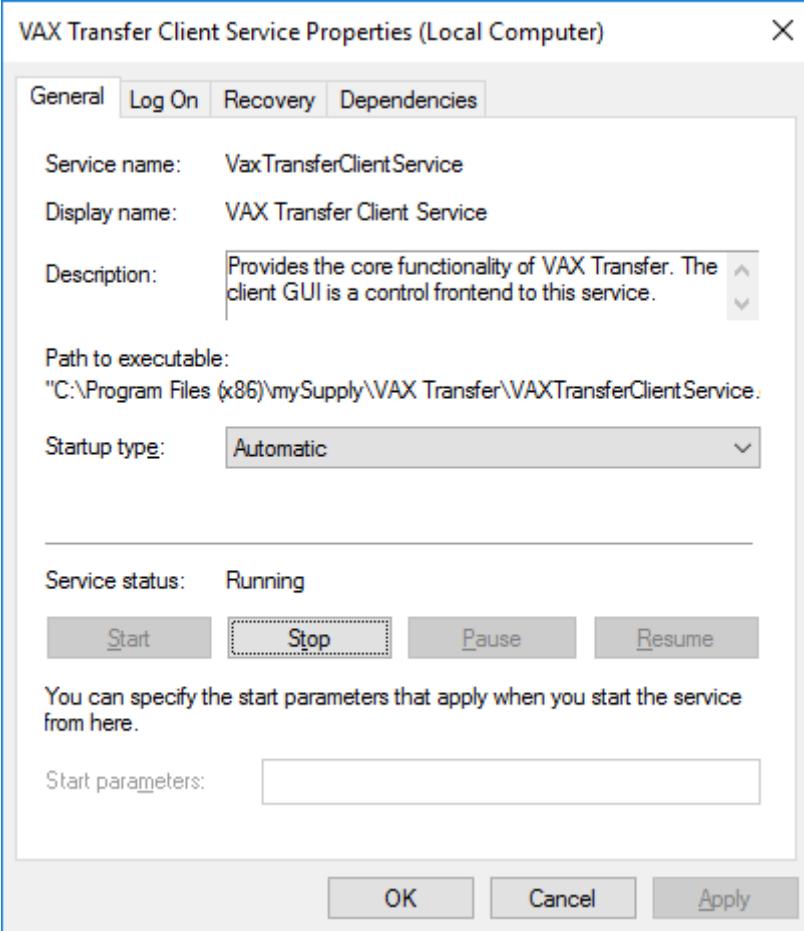
OK Cancel Apply

Start VAX Transfer Client Service

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	18 af 30
Kunde:	[mySupply Support]				



## VAX Transfer Client Service



VAX Transfer Client Service Properties (Local Computer)

General Log On Recovery Dependencies

Service name: VaxTransferClientService

Display name: VAX Transfer Client Service

Description: Provides the core functionality of VAX Transfer. The client GUI is a control frontend to this service.

Path to executable: "C:\Program Files (x86)\mySupply\VAX Transfer\VAXTransferClientService.

Startup type: Automatic

Service status: Running

Start Stop Pause Resume

You can specify the start parameters that apply when you start the service from here.

Start parameters:

OK Cancel Apply

The VAX Transfer client has now been assigned to the VAX Transfer Service Account user.

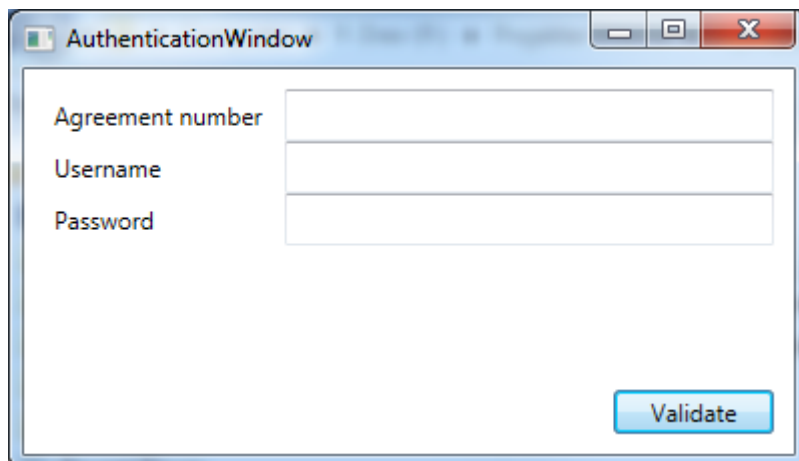
Right click on the icon , found in the Windows system tray and select 'Configuration'.

(If the icon does not show up, run the following program: C:\Program Files (x86)\mySupply\VAX Transfer\mySupply.Vax.Transfer.ClientGUI.exe)

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Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	19 af 30
Kunde:	[mySupply Support]				



## VAX Transfer Client Service



AuthenticationWindow

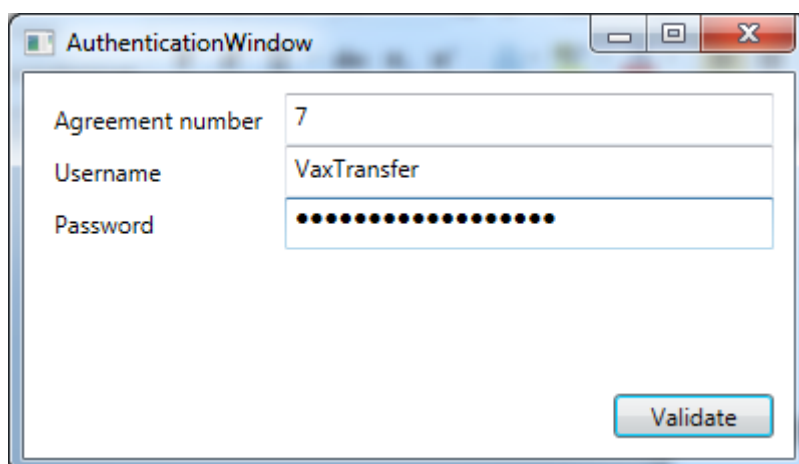
Agreement number

Username

Password

Validate

Enter the login information provided by mySupply to authenticate VAX Transfer.



AuthenticationWindow

Agreement number 7

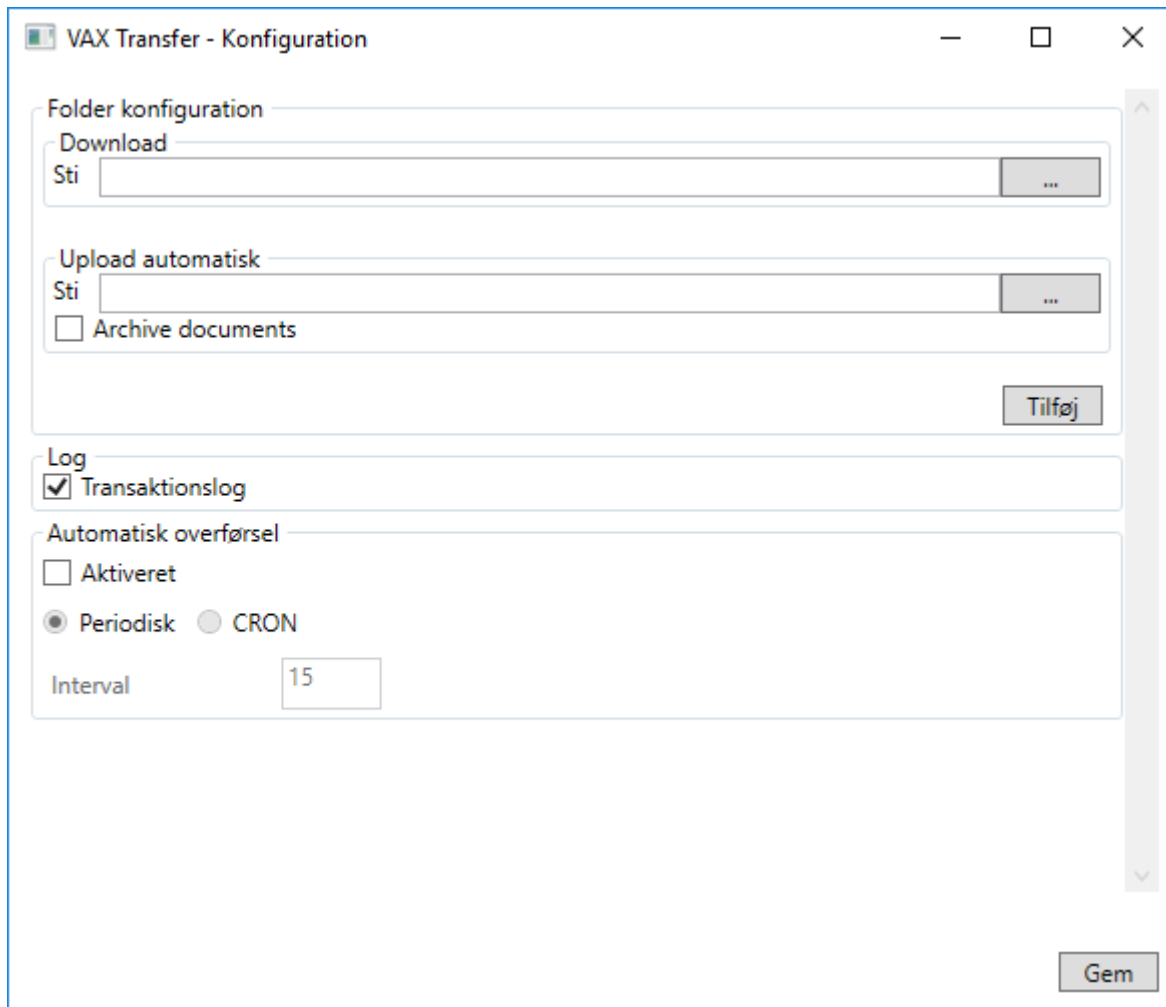
Username VaxTransfer


Password .....

Validate


Click Validate

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	20 af 30
Kunde:	[mySupply Support]				

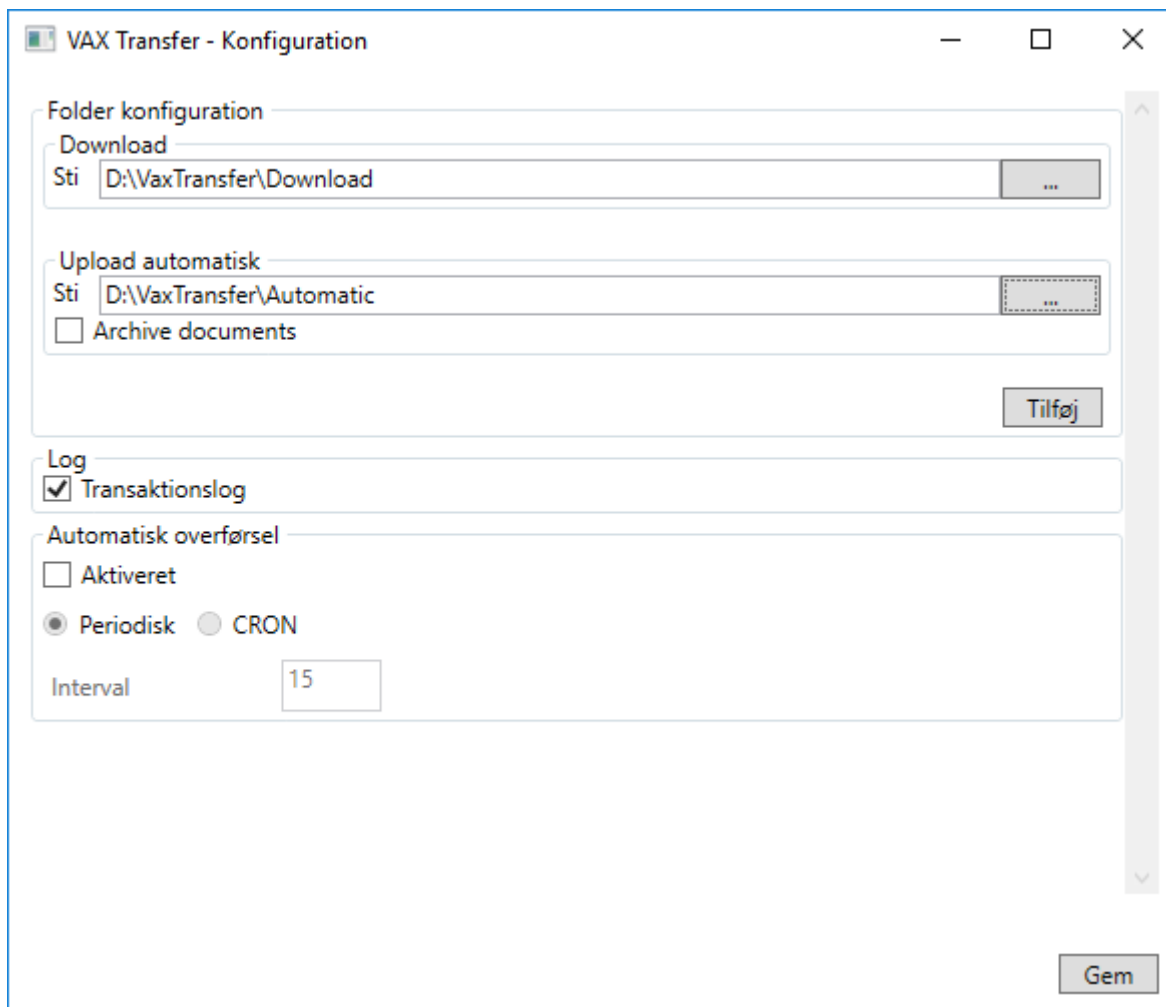


 NB: Under 'Download' specify the path to the folder, in which documents received from VAX 360 should be placed.

If the solution does not include receiving documents, the path to 'Download' must be omitted/empty.

 NB: Under 'Upload automatisk (auto upload)' the path to the folder from which documents are uploaded for automatic submission is specified.

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	21 af 30
Kunde:	[mySupply Support]				



VAX Transfer - Konfiguration

Folder konfiguration

Download

Sti D:\VaxTransfer\Download

Upload automatisk

Sti D:\VaxTransfer\Automatic

☐ Archive documents

Tilføj

Log

☒ Transaktionslog


Automatisk overførsel

☐ Aktiveret

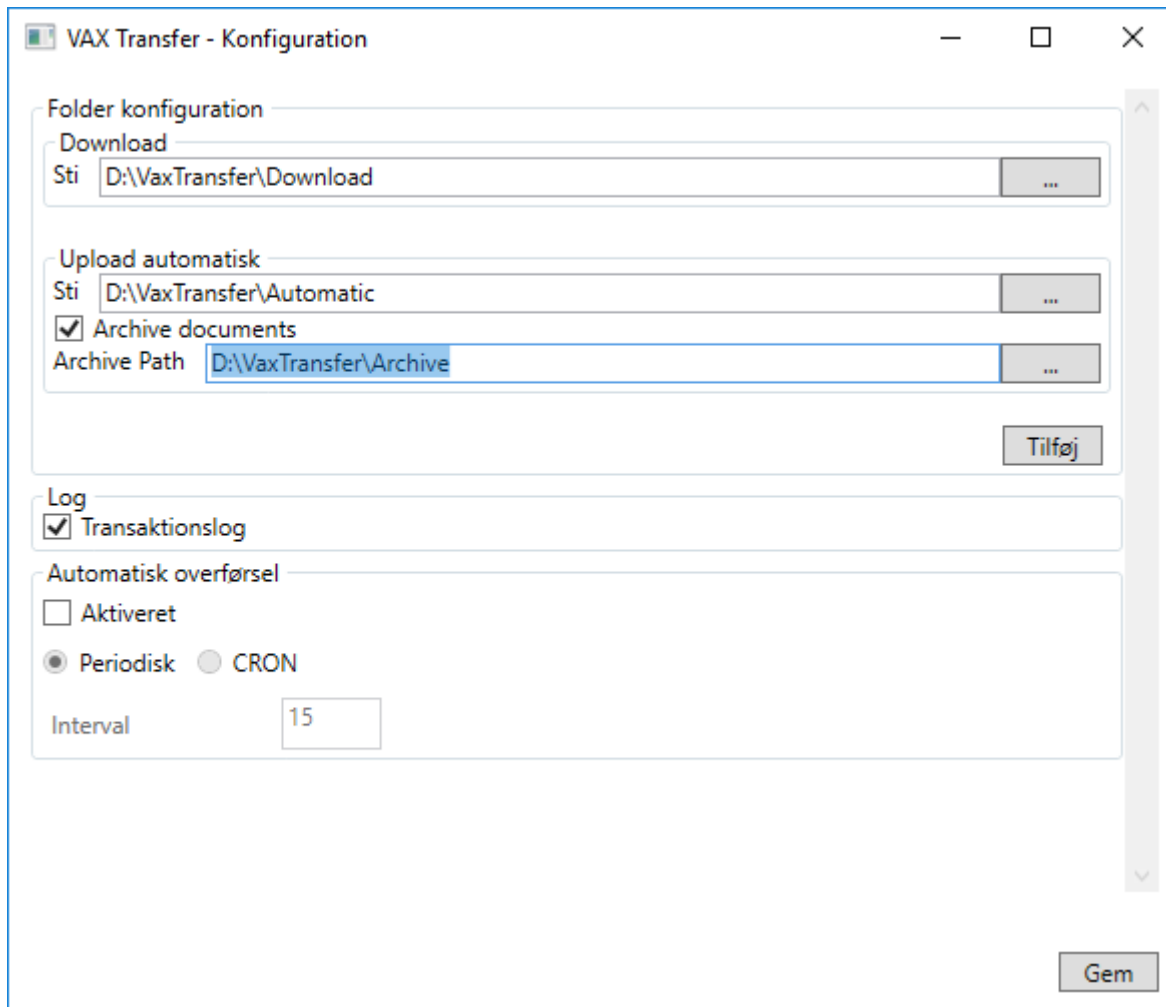
☒ Periodisk ☐ CRON


Interval 15

Gem

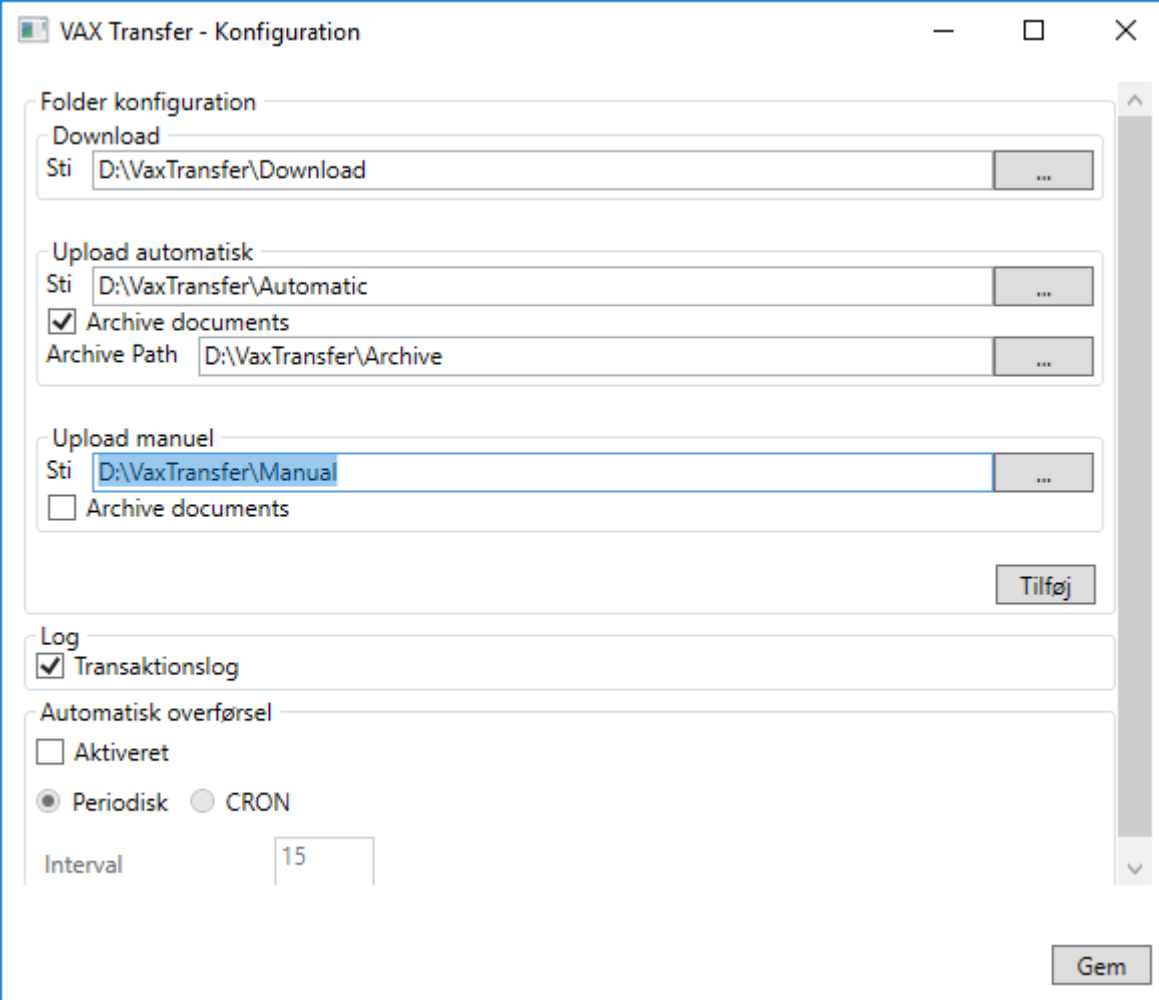
 NB: If you want to make a local backup of the uploaded documents, you have to check out the box in 'Archive documents', after which the path is specified for where the archived documents should be stored.

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	22 af 30
Kunde:	[mySupply Support]				



 NB: If documents need to be uploaded to VAX 360 in order to park them in a waiting position in VAX 360 until they are either manually shipped or manually attached to an attachment in VAX 360, select 'Tilføj' (Add), and specify the path to the folder in which you will place the files for manual upload.

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	23 af 30
Kunde:	[mySupply Support]				



VAX Transfer - Konfiguration

Folder konfiguration

Download

Sti D:\VaxTransfer\Download

Upload automatisk

Sti D:\VaxTransfer\Automatic

☒ Archive documents

Archive Path D:\VaxTransfer\Archive

Upload manuel

Sti D:\VaxTransfer\Manual

☐ Archive documents

Tilføj

Log

☒ Transaktionslog


Automatisk overførsel

☐ Aktiveret

☒ Periodisk ☐ CRON

Interval 15

Gem

 NB: If attachments need to be uploaded to VAX 360 for attachment to documents that is uploaded manually and which is on hold in VAX 360, select 'Tilføj' (Add) and specify the path to the folder in which the attachments are placed.

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	24 af 30
Kunde:	[mySupply Support]				





VAX Transfer - Konfiguration

Folder konfiguration

Download  
Sti D:\VaxTransfer\Download

Upload automatisk  
Sti D:\VaxTransfer\Automatic  
☒ Archive documents  
Archive Path D:\VaxTransfer\Archive

Upload manuel  
Sti D:\VaxTransfer\Manual  
☐ Archive documents

Upload bilag  
Sti D:\VaxTransfer\Attachments  
☐ Archive documents

Tilføj

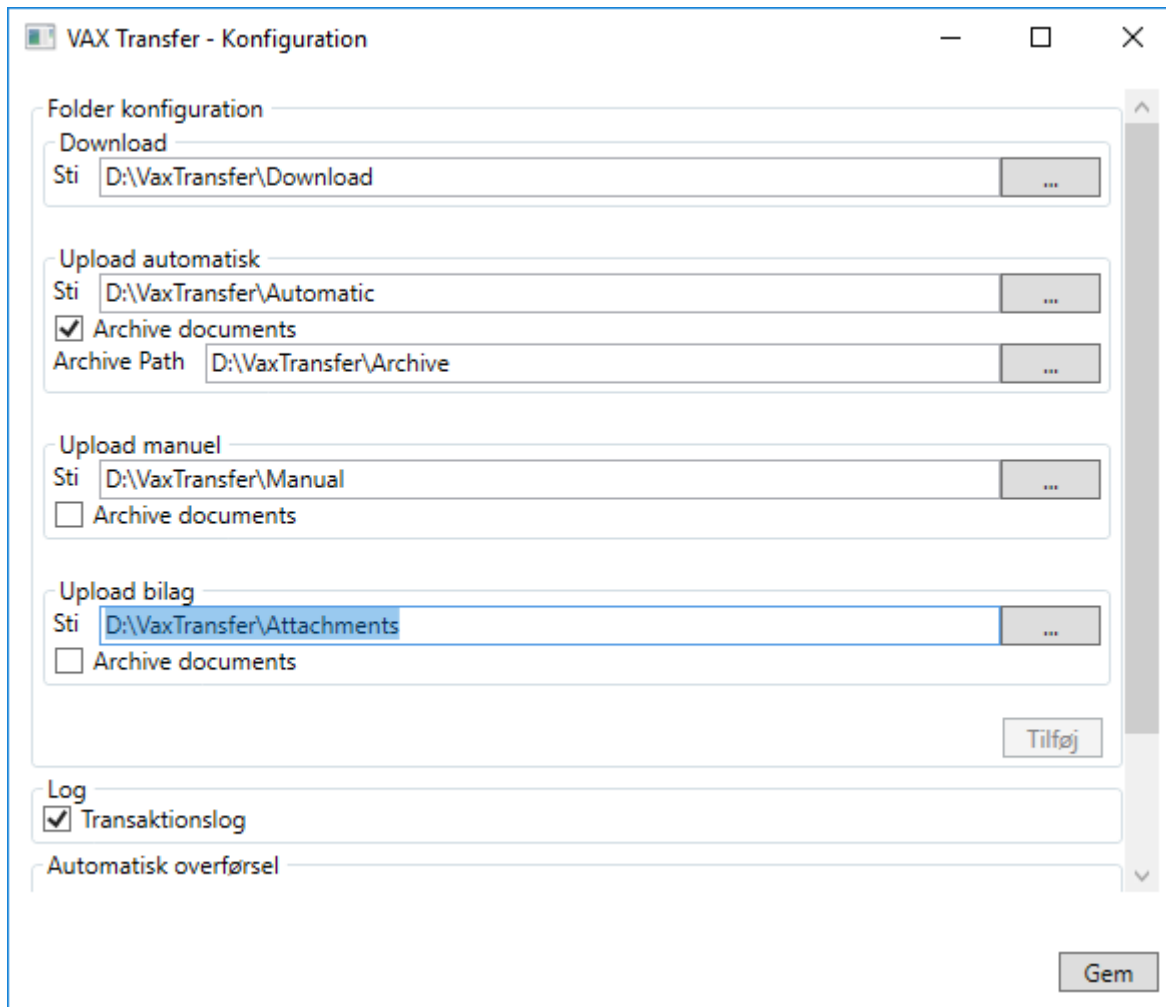
Log  
☒ Transaktionslog


Automatisk overførsel

Gem

 NB: Note that it is only necessary to specify paths for the folders/functions in use.

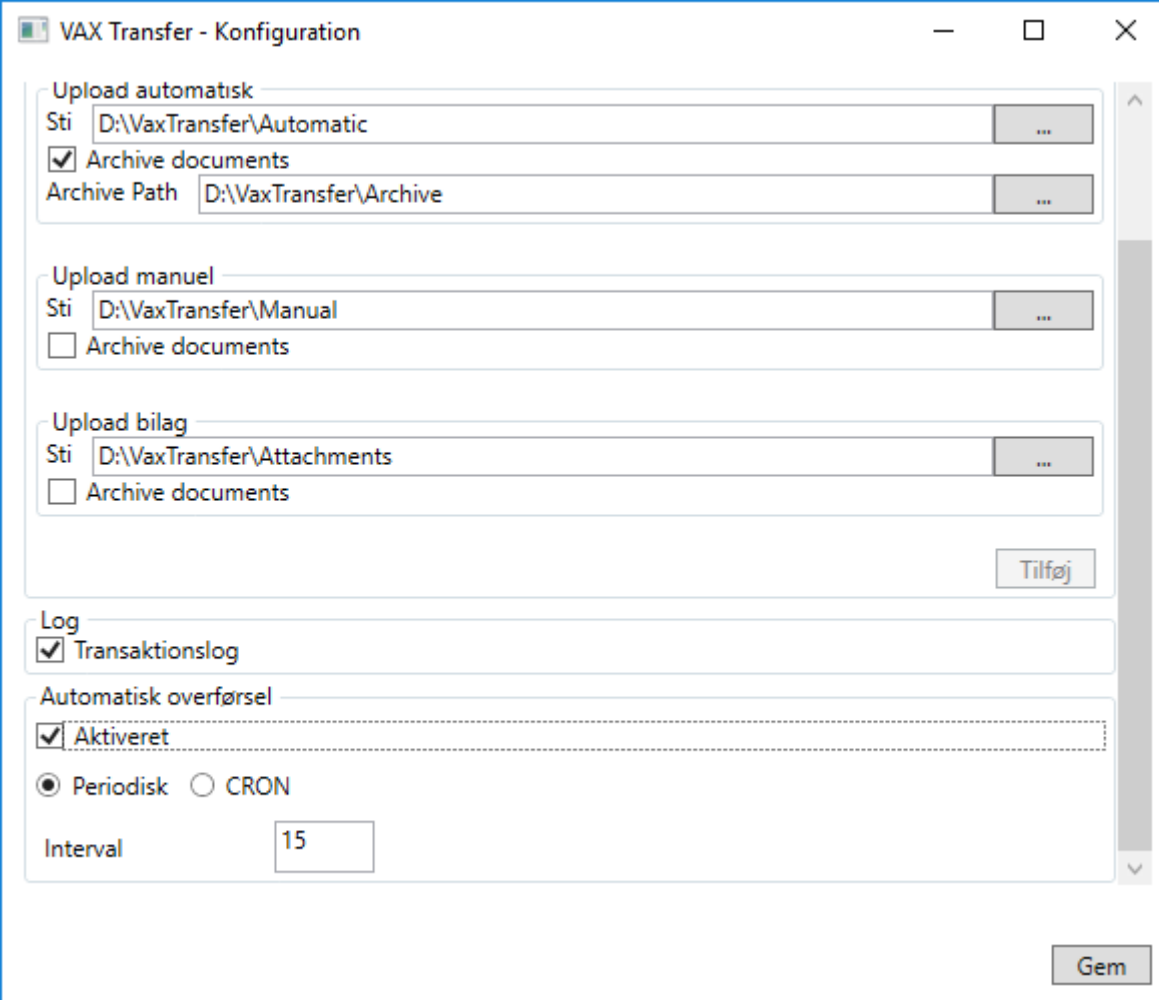
Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	25 af 30
Kunde:	[mySupply Support]				



 TIP: If network folders are used, it is recommended to use UNC paths.

Check 'Aktiveret (Enabled)' under Automatisk overførsel (Automatic transfer) if VAX Transfer needs to be set to automatically transfer documents to/from VAX360.

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Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	26 af 30
Kunde:	[mySupply Support]				



VAX Transfer - Konfiguration

Upload automatisk

Sti D:\VaxTransfer\Automatic

☒ Archive documents

Archive Path D:\VaxTransfer\Archive

Upload manuel

Sti D:\VaxTransfer\Manual

☐ Archive documents

Upload bilag

Sti D:\VaxTransfer\Attachments

☐ Archive documents

Tilføj

Log

☒ Transaktionslog

Automatisk overførsel


☒ Aktiveret

☒ Periodisk ☐ CRON

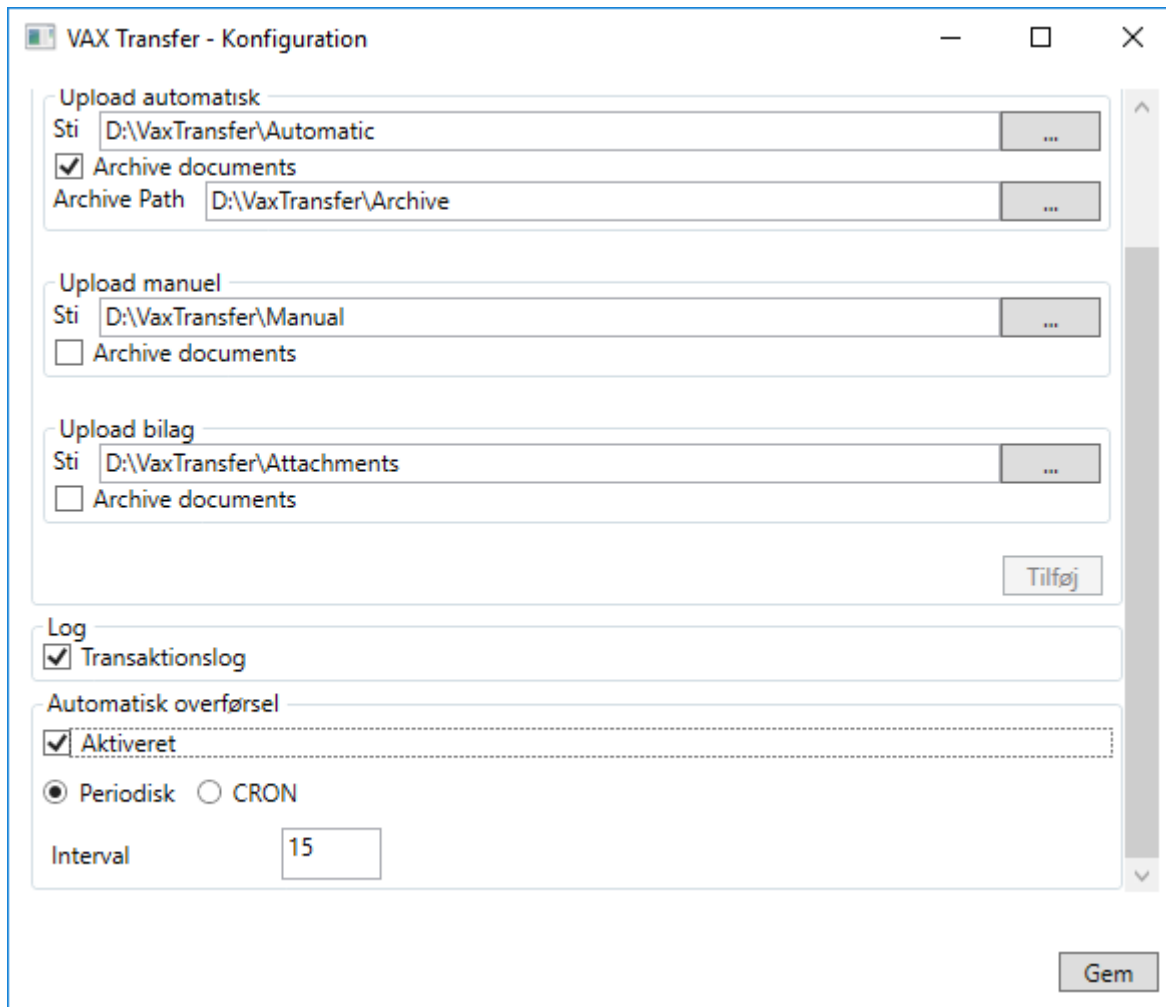
Interval 15


Gem

Enter 'Interval', which is the interval for how often (minutes) the VAX Transfer should transfer to/from VAX360 (default setting is every 15 minute).


 NB: The interval must not be set lower than 15 minutes for the purpose of avoiding spamming of the VAX 360 platform.

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	27 af 30
Kunde:	[mySupply Support]				



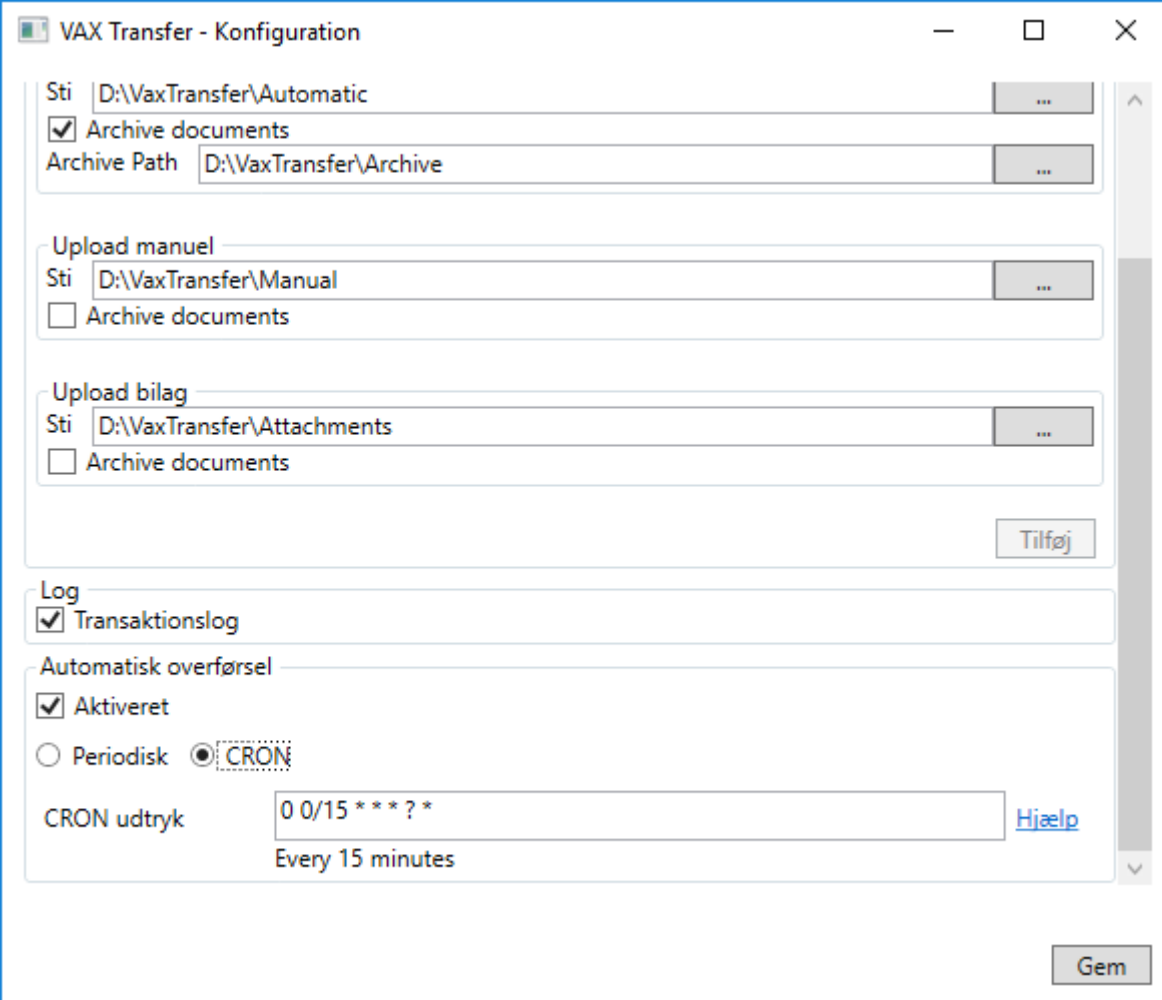
 TIP: The transaction log is automatically turned on and can be found here:

C:\ProgramData\mySupply\Vax Transfer\Log


 TIP: If more advanced indications of intervals for transfer to / from VAX360 are needed, these can be specified as CRON expressions. For example, these may be fixed times, selected days of the week, within specified time intervals, etc.

If this is needed, select CRON

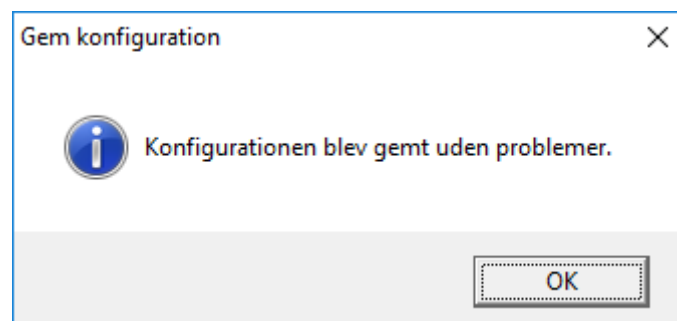
Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	28 af 30
Kunde:	[mySupply Support]				



Specify CRON expression

 TIP: The 'Help' link can be used to find the correct CRON expression.

Click Gem (save)





Click OK

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	29 af 30
Kunde:	[mySupply Support]				



VAX Transfer is then configured and the icon  can be found in the system tray.

 **TIP:** By right clicking on the icon, it is possible to access the configuration again, view the transaction log, as well as manually initiate upload and / or download of documents

 **TIP:** If the icon is not found on the taskbar, VAX Transfer can be started by double-clicking VAXTransferClientGUI.exe under C:\Program Files (x86)\mySupply\VAX Transfer

## 14. Support

If assistance is needed for installation and configuration of VAX Transfer, you are welcome to contact mySupply ApS by writing to **support@vax360.dk** or by calling **+45 96 96 21 40**.

Ejer:	mySupply ApS	Dato:	12.10.2023	Version:	1.4
Produkt:	[VacTransfer Guide]	Status:	Godkendt	Side:	30 af 30
Kunde:	[mySupply Support]				