Wide Area Workflow (WAWF)
Interface Design Document (IDD)

Appendix DD
Secure File Transfer Protocol (SFTP) Instruction
Guide

Version
5.1.0

July 2011

Revision 1 (As of February 23, 2011)

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History Page

Version	*Date*	*Change Description*
4.0.0-1	02/27/08	Created document for WAWF Version 4.0.0.
4.0.0-2	10/10/08	SAH7 – Guide was changed in accordance with two-week Guide Review Conference.
4.0.0-3	10/24/08	SAH13 – PMO requested changes Renumbered Sections and corrected Table of Contents Section 2 – Underlined heading #4. Section 9 – Underlined heading "Progress Payment Certificate & Instructions" and unbold "Word Document".
4..1.0-1	11/14/08	WAWF-SYS_DR_516 DAS12 Updated Section 4: New login information **Standard Agreement Training requirement.** Deleted: **Complete DD Form 2875** Department of Defense (DD) Form 2875: A Vendor must complete this form to request authority to SFTP to the Ogden Defense Enterprise Computing Center (DECC), located in Ogden, Utah. After receiving the request, the Ogden DECC personnel will establish a directory for the Vendor to SFTP files to and provide the user with a User ID and Password for the directory as well as other detailed instructions to file via SFTP to Ogden. Website: https://wawf.eb.mil/DD2875.pdf Added: **Complete DD Form 2875 and Standard Mandatory Notice and Consent Provision For all DoD Information System User Agreements (Standard Agreement Training)** Department of Defense (DD) Form 2875 and Standard Agreement Training: A Vendor must complete these forms to request authority to use SFTP to the Ogden Defense Enterprise Computing Center (DECC), located in Ogden Utah. After receiving the request, the Ogden DECC personnel will establish a directory for the Vendor to submit the SFTP files and provide the user with a User ID and Password for the directory as well as other detailed instructions to file via SFTP to Ogden. Website for DD Form 2875: https://wawf.eb.mil/DD2875.pdf Website for Standard Agreement Training: https://wawf.eb.mil/StandardAgreementTraining.pdf
4.1.0-2	01/20/09	SAH21 Heading – WAWF version changed to 4.1.0 Heading – Date of standards changed to July 2009 Sections 1, 3, 4, 6 & 7 – All hyperlinks were changed to blue and underlined

		Section 2 – Added "3. Reparables Receiving Report (Word Attachment, File Name: Reparables_RR_UDF.doc)" Section 2 – Added "6. Navy Shipbuilding Invoice (Word Attachment, File Name: Invoice_NSI_UDF.doc)" Section 2 – Added "11. Reparables Combo (Word Attachment, File Name: Reparables_Combo_UDF.doc"
4.1.0-3	02/05/09	LIH84 – Reviewed at guide review meetings, no changes.
4.1.0-4	02/12/09	LIH84 – Global Changes for Inbound Documents per Guide Review. Title Page – Added Revision # and Date.
4.2.0-1	06/25/09	SAH28 – Version 4.2 and February 2010 delivery date changes to all Guides Title Page – Changed version to 4.2 and date to February 2010. Header – Changed version to 4.2 and date to February 2010.
4.2.0-2	08/11/09	LIH94 – 4.2 Docs –Update March 2010 delivery date to all Guides Title Page – Changed Delivery Date to March 2010, updated version # and added current date. Header – Changed Delivery Date to March 2010.
4.2.0-3	08/12/09	LIH95 (Adding Telecom) Section 2 – Added "10. Telecom Invoice (Word Attachment, File Name: Telecom_Invoice_UDF.doc)".
4.2.1.1-1	05/14/10	LIH111 - Version change for Inbound Guides. From 4.2.0 to 4.2.2.
4.2.1.1-2	05/28/10	LIH111 Title Page - Changed version to 4.2.1.1 and removed the word "Draft". Header - Changed version to 4.2.1.1 History Pages – Removed the Status column
5.0.0-1	07/12/10	RAD257 - Update FTP/EDI guides to 5.0.0 date of January 2011
5.1.0-1	02/23/11	CAM83 Update All Guides with v5.1, July 2011

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Table of Contents

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1   Introduction

This guide is intended to provide the Contractor/Vendor with an overview as well as to introduce the user to information regarding Wide Area Workflow (WAWF), Secure File Transfer Protocol (SFTP) Filing Program. SFTP is one of three methods, including EDI and interactive Web-application, to submit data to WAWF.

WAWF Website:

https://wawf.eb.mil

Website for detailed UID information:

http://www.acq.osd.mil/dpap/pdi/uid/index.html

Website for detailed RFID information:

http://www.acq.osd.mil/log/rfid/index.htm

2   Document Overview

This document refers to the WAWF SFTP filing process. The forms (User Defined Formats - detailed record layouts) used in WAWF are accessible (as separate documents) via the WAWF Website; Click the link named FTP/EDI Guides & Other Supporting Documents to view the following documents.

1. Receiving Report
(Word Attachment, File Name: ReceivingReport_UDF.doc)

2. Receiving Report for Pack Update
(Word Attachment, File Name: ReceivingReport_Pack_Update_UDF.doc)

3. Reparables Receiving Report
(Word Attachment, File Name: Reparables_RR_UDF.doc)

4. Invoice and Invoice 2n1 (Including Fast Pay & Construction)
(Word Attachment, File Name: Invoice_UDF.doc)

5. Invoice Miscellaneous Pay
(Word Attachment, File Name: Invoice_MiscPay_UDF.doc)

6. Navy Shipbuilding Invoice
(Word Attachment, File Name: Invoice_NSI_UDF.doc)

7. Cost Voucher
(Word Attachment, File Name: CostVoucher_UDF.doc)

8. Progress Payments
(Word Attachment, File Name: Progress Pay_UDF.doc)

9. Performance Based Payments and Commercial Item Financing
(Word Attachment, File Name: PBP_CIF_UDF.doc)

10. Telecom Invoice
(Word Attachment, File Name: Telecom_Invoice_UDF.doc)

11. COMBO
(Word Attachment, File Name: COMBO_UDF.doc)

12. Reparables Combo
(Word Attachment, File Name: Reparables_Combo_UDF.doc)

13. Government Furnished Property
(Word Attachment, File Name: GFP_FTP_UDF.doc)

3   Program Participation

WAWF data can be sent electronically using SFTP. If a Vendor chooses to participate in the WAWF SFTP filing process, guidelines set forth in this implementation guide must be followed.

Refer to the http://www.wawftraining.com site to acquire the **WAWF Vendor Getting Started Guide.** This guide will provide WAWF deployment information.

If help if necessary, contact the WAWF Ogden Help Desk (from the WAWF homepage, click on WAWF Customer Support). Please inform the help desk that you need an SFTP filing support ticket.

Help Desk contact information (telephone and e-mail) can be found at the following website:

https://wawf.eb.mil

4   Vendor Testing & Assistance

All Contractors/Vendors are required to contact the WAWF Customer Service Center to open a trouble ticket and request testing assistance from the Joint Interoperability Test Command (JITC).

Once a trouble ticket has been established, Contractors/Vendors may work directly with JITC on the SFTP filing process.

Complete DD Form 2875, Standard Mandatory Notice, and Consent Provision For all DoD Information System User Agreements (Standard Agreement Training)

Department of Defense (DD) Form 2875 and Standard Agreement Training:

A Vendor must complete these forms to request authority to use SFTP to the Ogden Defense Enterprise Computing Center (DECC), located in Ogden Utah. After receiving the request, the Ogden DECC personnel will establish a directory for the Vendor to submit the SFTP files and provide the user with a User ID and Password for the directory as well as other detailed instructions to file via SFTP to Ogden.

Website for DD Form 2875: https://wawf.eb.mil/DD2875.pdf

Website for Standard Agreement Training:

https://wawf.eb.mil/StandardAgreementTraining.pdf

5 Defense Information Systems Agency (DISA) Security Requirements

Due to current DISA security requirements, Contractors/Vendors must use a compatible Secure Shell (SSH2) client product to communicate with WAWF via SFTP. WAWF will not accept SFTP communications from any client product that tries to make the connection using the Secure Shell (SSH1) protocol. Contractors/Vendors do not have to use SSH Communications Security's SSH Secure Shell product, but they must use a client product that:

1. Can interface properly with the SSH Secure Shell product on the WAWF server.

2. Utilizes the SSH2 protocol to make the connection.

6 Withdrawal from WAWF SFTP Filing

Contractors/Vendors who no longer wish to use this process must notify the Customer Service Center Help Desk and send a message via e-mail, by entering WITHDRAWAL FROM WAWF on the subject line.

Help Desk contact information (telephone and e-mail) can be found at the following website:

https://wawf.eb.mil

7 Communication Times

WAWF will process transactions received via SFTP periodically throughout the day. The time may be subject to change. Please contact the Customer Service Center Help Desk with questions if necessary.

Help Desk contact information (telephone and e-mail) can be found at the following website:

https://wawf.eb.mil

8 E-mail Notifications

E-mail notifications are generated after the WAWF upload process. **The subject line of e-mails from WAWF concerning SFTP submissions will have the entry of "WAWF Import: x Successful Import(s). x Failed Imports.** The e-mail message will notify the Vendor of the following:

- Transactions accepted as submitted.

- Transactions accepted with modified data (submitted data did not meet WAWF requirements but did not cause a rejection and/or some information was defaulted or retrieved by WAWF upon import).

- Transactions that did not meet WAWF requirements and were rejected.

WAWF has the capability to receive one or multiple transactions per file.

9   Attachments to this SFTP Guide

DCMA Certificate of Conformance (CoC) - Word documents stating that when Contractors/Vendors submit receiving reports via SFTP, contractors will execute Certificate of Conformance (COC) by including the appropriate indicator in the transaction rather than through the inclusion or attachment of the text of the certificate.
File Name: COC.doc

WAWF Unit of Measure Table – Word document that lists the Unit of Measure Codes. Please refer to this list to review the DoD/ANSI X12 description and send DoD codes for SFTP transmissions. **File Name: Unit_of_Measure.doc**

Construction Certificate - Word document – **File Name: CICON_Cert.doc**

Performance Based Payment Certification – Word document – **File Name: PBP_Cert.doc**

Progress Payment Certificate & Instructions – Word document **– File Name PPR_Cert.doc**

Mode of Shipment Codes – Word document that list the Mode of Shipment codes. Please refer to the list and send the SFTP codes on the left-hand side of the table.
File Name: Mode_of_Shipment.doc

10   Attachments Submitted via SFTP:

Note: When attachments are included with documents submitted via SFTP, if document submission fails in WAWF, the attachment must be resubmitted at the same time the document is resubmitted.

When submitting an attachment for a document, you must submit the attachments first, then the document file(s). Each attachment may only be used for a single document. A single attachment may not be used for multiple documents. If this is necessary, then submit the attachment with a unique name for each document.

A single attachment file may not exceed 2 megabytes. Multiple attachment files may be submitted.

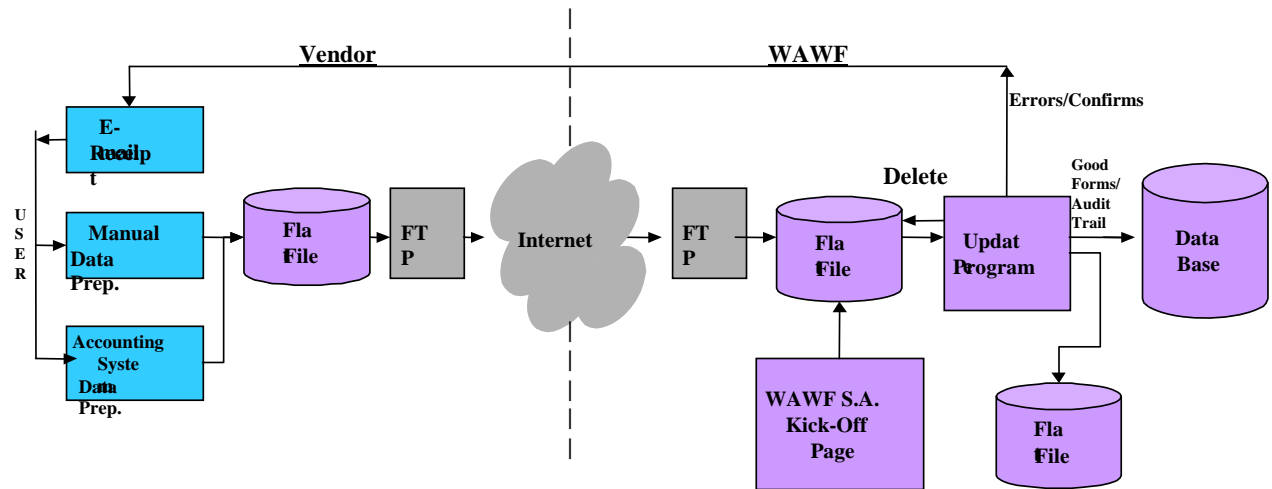## 11   WAWF SFTP Capability of the Vendor Data File Upload Block Diagram

Figure 11-1: The WAWF SFTP Vendor Interface