

## **FTP Guide - Appendix P FTP Import (Email) Notification**



**Prepared For:  
Defense Logistics Agency**

**Effective as of version 6.10.0.  
This guide remains valid until modified.**

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## History Page

| <i>Version</i> | <i>Date</i> | <i>Change Description</i>   |
|----------------|-------------|---|
| 5.4.0-1        | 08/28/12    | CAMCG166 Removed all History prior to 5.4   |
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| 5.12.1-1       | 07/05/18    | WAWF-5755<br>Updated all instances of iRAPT to WAWF. Updated all instances of Issue Date to Effective Date.             |
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## 1 General Instructions

The following pages represent the Wide Area Workflow (WAWF) User Defined Format (UDF) for extracting FTP Import (email) notification transactions from WAWF to an FTP directory for vendors to access.

Each UDF table includes the following columns:

1. Field Sequential number of the Field contained within the layout record.
2. Description Description of information to be contained within the Field.
3. Min/Max Minimum/maximum number of characters that may be included within the Field.
4. WAWF Req. Depicts whether the Field is:
  - M** – Mandatory – Usage is required.
  - O** – Optional – Can be used or not used.
  - C** – Conditional – Contingent upon other criteria being met. (Field is not mandatory or optional, e.g. Extension Fields to Department of Defense Activity Address Codes (DoDAAC); use if a DoDAAC is present.) See Notes Column for specific instructions.
  - N/A** – Not Allowed.
5. Notes Contains notations of the Field’s usage or restrictions within WAWF.
6. Type Contains the data Field type (i.e. Alphanumeric, Numeric, Date, etc.).

In addition, Fields to be included within WAWF display the Field “Type” to depict the type of value to be included within the Field:

- **N** Integer Numeric Field
- **R** Decimal number. WAWF will not imply or assume decimal points.
- **ID** Identifier
- **AN** Alphanumeric String
- **DT** Date – All Date Fields use format CCYYMMDD.
- **TM** Time – All Time Fields use format HHMMSS.

When appropriate, below the Line layout, there are lists of values for the Fields that have identifiers.

- If a Line number is included in a transaction, then “\*” and “^” (Field separators) are always mandatory.
- Special characters will not be extracted out of WAWF.

- The term DoDAAC is used within this guide to represent DoDAAC or MAPAC.
- All FTP files will have the following extension: .ftp or .FTP



**1.1 START (Label START)**

**NOTES:** There must be one and only one instance of the START Line per file.

START must be capitalized.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--------------------|----------------|------------------|---|-------------|
| 1            | Form Counter       | 1/3            | M                | Number of import or workflow notification extracts within the file. | N           |

***Sample:***

START\*1^

**1.2 Beginning Line for Text Message Information (Line Number 1) – Header**

**NOTE:** There must be one instance of this Line per file.

| <i>Field</i> | <i>Description</i>           | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>                               | <i>Type</i> |
|--------------|------------------------------|----------------|------------------|--|-------------|
| 1            | Transaction Set Purpose Code | 1/17           | M                | Valid values: "FTP Import" or "EDI Import" | AN          |

***Sample:***

1\*FTP Import^

**1.3 Line Currently Not Used (Line Number 2) – Header – Not Used**

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**1.4 File Information (Line Number 3) – Header**

**NOTE:** There must be one instance per file when Line 1, Field 1 = “FTP Import”.

| <i>Field</i> | <i>Description</i>   | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|----------------------|----------------|------------------|--------------|-------------|
| 1            | File Name            | 1/30           | M                |              | AN          |
| 2            | # Successful Imports | 1/4            | M                |              | AN          |
| 3            | # Failed Imports     | 1/4            | M                |              | AN          |

***Sample:***

3\*RR\_SS\_49MM6.ftp^5^0^

**1.5 Line Currently Not Used (Line Number 4) – Header – Not Used**

**1.6 Document Counter (Line Number 5) – Detail**

**NOTES:** There must be at least one instance of Line 5 to designate the beginning of the Document loop.

Document loop may occur multiple times.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>                                      | <i>Type</i> |
|--------------|--------------------|----------------|------------------|---|-------------|
| 1            | Document Counter   | 4/4            | M                | Increment by one for each additional import file. | AN          |

***Sample:***

5\*0003^

---

**1.7 Email Recipients Information (Line Number 6) – Detail**

**NOTE:** There may be multiple instances of this Line within each Document loop.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF<br/>Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|----------------------|--------------|-------------|
| 1            | Role               | 1/35           | O                    |              | AN          |
| 2            | Email Address      | 1/80           | O                    |              | AN          |

***Sample:***

6\*Acceptor^WAWF\_Acceptor@caci.com^

**1.8 Document Type (Line Number 7) – Detail**

**NOTE:** There may be one instance of this Line within each Document loop.

| <i>Field</i> | <i>Description</i>    | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|-----------------------|----------------|------------------|--|-------------|
| 1            | Document Type         | 1/22           | M                | Possible values:<br>Invoice<br>Invoice 2in1<br>Construction Invoice<br>Commercial Item Financing<br>Fast Pay Invoice<br>Performance Based Payment<br>Progress Payment<br>Cost Voucher<br>Receiving Report<br>Miscellaneous Payments<br>Property Transfer<br>Property Transfer Receipt<br>Grants & Cooperative Agreements<br>Voucher<br>Navy Construction / Facilities<br>Management Invoice<br>Navy Shipbuilding Invoice | AN          |
| 2            | Document Abbreviation | 1/6            | M                | Possible values:<br>CI<br>CI2N1<br>CICON<br>CIF<br>CIFP<br>PBP<br>PPR<br>CV<br>RR<br>3N1<br>GFP<br>GFP-R<br>GCV<br>NAVCON<br>NSI   | AN          |

**Sample:**

7\*Invoice^CI^



### 1.9 Contract Number Information (Line Number 8) – Detail

**NOTE:** There may be one instance of this Line within each Document loop.

| <i>Field</i> | <i>Description</i>      | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|-------------------------|----------------|------------------|--------------|-------------|
| 1            | Contract Number         | 1/19           | M                |              | AN          |
| 2            | Delivery Order Number   | 4/17           | O                |              | AN          |
| 3            | Contract Effective Date | 8/8            | O                | CCYYMMDD     | DT          |

**Sample:**

8\*ABC10096D0050^0040^20080919^

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**1.10 Invoice Information (Line Number 9) – Detail**

**NOTES:** There may be one instance of this Line within each Document loop.

This line will extract as the Voucher Number and Voucher Date for Cost Vouchers.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|------------------|--------------|-------------|
| 1            | Invoice Number     | 1/22           | O                |              | AN          |
| 2            | Invoice Date       | 8/8            | O                | CCYYMMDD     | DT          |

***Sample:***

9\*INV0800^20080919^

**1.11 Voucher Information (Line Number 10) – Detail – Not Used**

**NOTE:** For Import Notifications, Voucher Number and Voucher Date will be extracted on Line 9.

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**1.12 Shipment Information (Line Number 11) – Detail**

**NOTE:** There may be one instance of this Line within each Document loop.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|------------------|--------------|-------------|
| 1            | Shipment Number    | 2/22           | O                |              | AN          |
| 2            | Shipment Date      | 8/8            | O                | CCYYMMDD     | DT          |

***Sample:***

11\*SHP0758^20080919^

**1.13 Vendor Information (Line Number 12) – Header**

**NOTE:** There may be one instance of this Line per document loop.

| <i>Field</i> | <i>Description</i>      | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>           | <i>Type</i> |
|--------------|-------------------------|----------------|------------------|------------------------|-------------|
| 1            | Vendor Name – Free form | 1/60           | M                | The Submitted By name. | AN          |
| 2            | CAGE Code               | 5/5            | C                |                        | AN          |
| 3            | CAGE Extension          | 1/6            | O                |                        | AN          |

***Sample:***

12\*John T. Vendor^49MM6^^

**1.14 Request Number Information (Line Number 13) – Detail**

**NOTES:** There may be one instance of this Line within each Document loop.

This Line is only used for Performance Based Payment (PBP).

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|------------------|--------------|-------------|
| 1            | Request Number     | 7/7            | M                |              | AN          |
| 2            | Request Date       | 8/8            | O                | CCYYMMDD     | DT          |

***Sample:***

13\*PBPA123^20080920^

**1.15 GFP Gaining Contract (Line Number 14) – Detail**

**NOTES:** There may be one instance of this Line within each Document loop.

This Line is only used for Property Transfer (GFP).

| <i>Field</i> | <i>Description</i>              | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|---------------------------------|----------------|------------------|--------------|-------------|
| 1            | Gaining Contract Number         | 1/19           | C                |              | AN          |
| 2            | Gaining Delivery Order          | 1/17           | C                |              | AN          |
| 3            | Gaining Contract Effective Date | 8/8            | C                | CCYYMMDD     | DT          |

***Sample:***

14\*234933555^VFBO^20080920^

**1.16 GFP Losing Contract (Line Number 15) – Detail**

**NOTES:** There may be one instance of this Line within each Document loop.

This Line is only used for Property Transfer (GFP).

| <i>Field</i> | <i>Description</i>             | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------------------|----------------|------------------|--------------|-------------|
| 1            | Losing Contract Number         | 1/19           | C                |              | AN          |
| 2            | Losing Delivery Order          | 1/17           | C                |              | AN          |
| 3            | Losing Contract Effective Date | 8/8            | C                | CCYYMMDD     | DT          |

**Sample:**

15\*DCA10096D0050^VFBO^20080922^



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**1.17 GFP Scenario (Line Number 16) – Detail**

**NOTES:** There may be one instance of this Line within each Document loop.

This Line is only used for Property Transfer (GFP).

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|------------------|--------------|-------------|
| 1            | GFP Scenario       | 2/3            | M                |              | AN          |

*Sample:*

16\*VV^

**1.18 GFP Shipper Information (Line Number 17) – Detail**

**NOTES:** There may be one instance of this Line within each Document loop.

This Line is only used for Property Transfer (GFP).

| <i>Field</i> | <i>Description</i>                             | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--|----------------|------------------|--------------|-------------|
| 1            | Shipper Location Code<br>CAGE/DoDAAC           | 5/6            | C                |              | AN          |
| 2            | Shipper Location Code<br>CAGE/DoDAAC Extension | 1/6            | O                |              | AN          |

**Sample:**

17\*67580^DET^

**1.19 Access this Site at (Line Number 18) – Detail – Not Used**

**1.20 Lesser Amount Approved (Line Number 19) – Detail – Not Used**

**1.21 Lesser Quantity Approved (Line Number 20) – Detail – Not Used**

**1.22 Action DoDAAC (Line Number 21) – Detail – Not Used**

**1.23 Line Currently Not Used (Line Number 22) – Detail – Not Used**

**1.24 Acceptance Date (Line Number 23) – Detail – Not Used**



**1.25 Processed Date (Line Number 24) – Detail – Not Used**

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**1.26 Receipt Date (Line Number 25) – Detail**

**NOTE:** There may be one instance of this Line within each Document loop.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF<br/>Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|----------------------|--------------|-------------|
| 1            | Receipt Date       | 8/8            | O                    | CCYYMMDD     | DT          |

***Sample:***

25\*20081003^

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**1.27 Import Date (Line Number 26) – Detail**

**NOTE:** There may be one instance of this Line within each Document loop.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF<br/>Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|----------------------|--------------|-------------|
| 1            | Import Date        | 8/8            | O                    | CCYYMMDD     | DT          |

***Sample:***

26\*20081001^

**1.28 Reject Messages (Line Number 27) – Detail – Not Used**

**1.29 Action Taken/Action Taken by (Line Number 28) – Detail**

**NOTE:** There may be multiple instances of this Line within each Document loop.

| <i>Field</i> | <i>Description</i>    | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|-----------------------|----------------|------------------|--|-------------|
| 1            | Action Taken          | 1/30           | M                | Possible values:<br>Submitted<br>Processed<br>Rejected<br>Recalled<br>Received | AN          |
| 2            | Name – Free form name | 1/60           | O                | Action Taken by  | AN          |

***Sample:***

28\*Processed^Derrick Shepherd^

**1.30 Action Role/Date (Line Number 29) – Detail**

**NOTE:** There may be one instance of this Line within each Document loop.

| <i>Field</i> | <i>Description</i>     | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|------------------------|----------------|------------------|---|-------------|
| 1            | Role which took Action | 1/35           | M                | Possible Values:<br>Inspector<br>Acceptor<br>Payment Official<br>Receiver | AN          |
| 2            | Action Taken Date      | 8/8            | O                | CCYYMMDD  | DT          |

***Sample:***

29\*Payment Official^20080920^

**1.31 Action Status (Line Number 30) – Detail**

**NOTE:** There may be one instance of this Line within each Document loop.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------|----------------|------------------|--|-------------|
| 1            | Action Status      | 1/80           | M                | Possible values:<br>- Had the following Successful imports with Modification<br>- Successful<br>- Failed | AN          |

***Sample:***

30\*Had the following Successful imports with Modification^

**1.32 Messages (Line Number 31) – Detail**

**NOTE:** There may be multiple instances of this Line within each Document loop.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|------------------|--------------|-------------|
| 1            | Message Text       | 1/264          | M                |              | AN          |

***Samples:*****Error Message:**

31\*Error: Line Number 17. PPR Certificate " is invalid. PPR Certificate must be 'Y' to indicate that the Vendor certifies the Progress Payment Request. (Refer to 'Progress Payment Certificate' available at <https://gator.caci-op.com/>.)^

**Modification Message:**

31\*The Multiple Box Indicator for Line Item 0001 has been defaulted to 'N'^



**1.33 END (Label END)**

**NOTE:** There must be one instance of END per file.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>WAWF Req.</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--------------------|----------------|------------------|---|-------------|
| 1            | End                | 5/5            | M                | Use "=END=" to signal that this is the end of the file. | ID          |

***Sample:***

=END=