

## **FTP Guide - Appendix O FTP Workflow (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
5.4.1-1	2/19/13	CAMCG196 Updated to Version 5.4.1, July 2013
5.5.0-1	06/06/13	CAMCG211 Updated to Version 5.5.0, January 2014
5.6.0-1	01/07/14	WAWF-215 Updated to Version 5.6.0, August 2014
5.6.0-2	05/20/14	WAWF-1007 Updated Delivery Order Nos. to 0015 on header
5.6.0-3	07/08/14	WAWF-1283 Updated to Version 5.6.0, October 2014
5.7.0-1	10/22/14	WAWF-1760 Updated to Version 5.7.0, April 2015
5.7.0-2	11/04/14	WAWF-1556 ECP0731 - FTP/EDI Guide Updates Added Line 2D.
5.8.0-1	06/23/15	WAWF-2407 Updated to Version 5.8.0, November 2015
5.9.0-1	12/28/15	WAWF-2762 Updated version to 5.9.0, updated deployment date to June 2016
5.9.1-1	08/17/16	WAWF-3303 Updated contract number to SP4701-16-D-2001. Updated version to 5.9.1 and deployment date to October 2016.
5.12.1-1	07/05/18	WAWF-5755 Updated all instances of iRAPT to WAWF. Updated all instances of Issue Date to Effective Date.
6.7.0-1	08/27/20	ET-20739 Line 18- Updated sample.
6.10.0-1	09/01/21	ET-19775 Updated version. Title page: Added "This guide remains valid until modified."

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## 1 General Instructions

The following pages represent the Wide Area Workflow (WAWF) User Defined Format (UDF) for extracting FTP (email) workflow 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’ 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 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 may 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: "Workflow Notification" "RFID Reminder"	AN

### *Samples:*

1\*Workflow Notification^

1\*RFID Reminder^

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

**1.4 Additional Emails (Line Number 2D)**

**NOTE:** This line is used to submit email addresses to which WAWF will forward an additional workflow notice for the document.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>WAWF Req.</i>	<i>Notes</i>	<i>Type</i>
1	Additional Emails	1/60	○	Multiple instances of this line are allowed.	AN

**Sample:**

2D\*john@gmail.com^

**1.5 File Information (Line Number 3) – Header – Not Used**

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

---

**1.7 Document Counter (Line Number 5) - Detail**

**NOTE:** There may be one instance of Line 5 to indicate the beginning of the Document loop for Workflow Notifications.

<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	For workflow notices, this value will always be "0001".	AN

***Sample:***

5\*0001^

**1.8 Email Recipients Information (Line Number 6) – Detail – Not Used**



**1.9 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: Invoice Invoice 2in1 Construction Invoice Commercial Item Financing Invoice -- Fast Pay Performance Based Payment Progress Payment Cost Voucher Receiving Report Miscellaneous Payments Property Transfer Grants & Cooperative Agreements Voucher Navy Construction / Facilities Management Invoice Navy Shipbuilding Invoice	AN
2	Document Abbreviation	1/6	M	Possible values: CI CI2N1 CICON CIF CIFP PBP PPR CV RR 3N1 GFP GCV NAVCON NSI	AN

**Sample:**

7\*Invoice^CI^

**1.10 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^

**1.11 Invoice Information (Line Number 9) - 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	Invoice Number	1/22	O		AN
2	Invoice Date	8/8	O	CCYYMMDD	DT

***Sample:***

9\*INV0800^20080919^

**1.12 Voucher Information (Line Number 10) - Detail**

**NOTE:** There may be one instance of this Line within each Document loop. This line is used for Cost Vouchers only.

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

**Sample:**

10\*VOU0800^20080919^

---

**1.13 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^

**1.14 Vendor Information (Line Number 12) – Detail**

**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^^

---

**1.15 Request Number Information (Line Number 13) - 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	Request Number	7/7	M		AN
2	Request Date	8/8	O	CCYYMMDD	DT

***Sample:***

13\*PBPA123^20080920^

**1.16 GFP Gaining Contract (Line Number 14) – 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	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^



**1.17 GFP Losing Contract (Line Number 15) – 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	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^

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

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

This Line Number is used for GFP only.

<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^

**1.19 GFP Shipper Information (Line Number 17) - 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	Shipper Location Code CAGE/DoDAAC	5/6	C		AN
2	Shipper Location Code CAGE/DoDAAC Extension	1/6	O		AN

***Sample:***

17\*67580^DET^

---

**1.20 Access this Site at (Line Number 18) – 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	WAWF Site URL	1/80	O		AN

**Sample:**

18\*https://piee.eb.mil/^

**1.21 Lesser Amount Approved (Line Number 19) – 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	"Lesser Amount"	13/13	M	When lesser amount has been approved, the literal only is written to the file. No amount is specified.	AN

***Sample:***

19\*Lesser Amount^

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**1.22 Lesser Quantity Approved (Line Number 20) – 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	Actual Quantity Shipped	1/11	M		R8.2
2	Actual Quantity Approved	1/11	M		R8.2

***Sample:***

20\*550^540^

---

**1.23 Action DoDAAC (Line Number 21) – 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 DoDAAC	5/6	O		AN
2	DoDAAC Extension	1/6	O		AN

**Sample:**

21\*HAA150^^

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



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**1.25 Acceptance Date (Line Number 23) – 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	Acceptance Date	8/8	O	CCYYMMDD	DT

***Sample:***

23\*20080920^

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**1.26 Processed Date (Line Number 24) – 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	Processed Date	8/8	O	CCYYMMDD	DT

**Sample:**

24\*20081020^

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**1.27 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 Req.</i>	<i>Notes</i>	<i>Type</i>
1	Receipt Date	8/8	O	CCYYMMDD	DT

***Sample:***

25\*20081007^

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**1.28 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 Req.</i>	<i>Notes</i>	<i>Type</i>
1	Import Date	8/8	O	CCYYMMDD	DT

***Sample:***

26\*20081001^

**1.29 Reject Messages (Line Number 27) – 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 – free form text	1/75	M		AN

***Sample:***

27\*Rejected due to damaged condition^

**1.30 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: Submitted, Processed, Rejected, Recalled	AN
2	Name – Free form name	1/60	O	Action Taken by	AN

***Sample:***

28\*Processed^Derrick Shepherd^

**1.31 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: Inspector Acceptor Local Processing Office Pay Official	AN
2	Action Taken Date	8/8	O	CCYYMMDD	DT

***Sample:***

29\*Local Processing Office^20080920^

**1.32 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		AN

***Sample:***

30\*Inspected^



**1.33 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'^

**1.34 END (Label END)**

**NOTE:** There must be one and only one instance of the 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=