Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

This presentation is an overview of ECP0874, Automate Contract Distribution / 850-860 Request Process.
Process for Setting up Directory and Obtaining access to Support Server

Users who will be retrieving 850 / 860 files from the iRAPT support server must follow these steps:

1. The user must first contact Customer Support for testing & assistance.
   NOTE: Prior to retrieving documents in production using SFTP, all users are required to open a trouble ticket and request testing assistance from the Joint Interoperability Test Command (JITC).

2. The user must complete SAAR DD Form 2875 (after Step 1 is completed).
   DISA Form 2875:
   Users must complete this form to request authorization to SFTP from the Defense Enterprise Computing Center (DECC), located in Ogden, Utah. After receiving the request, the DECC personnel will establish a directory for the user. The user will also obtain the User ID and password for the system.

3. The user should communicate the directory path to their GAM.

   Level 2 Vendor GAMs will have the option to pre-populate the EDI 850 / 860 Routing Directory for all CAGE Codes in their structure by clicking the Populate 850 / 860 Directory link.

   The SAM / HAM will also have this capability when viewing Vendor Groups at Level 2.
The GAM will enter a directory and click Save to pre-populate the EDI 850 / 860 Routing Directory for all CAGE codes in the current group and any subgroups.

The GAM can view the EDI 850 / 860 Routing Directory for a specific CAGE Code on the ‘Location Information – View’ page. This functionality will also be available for the SAM and HAM.
The Edit link is clicked.

The GAM can update the EDI 850 / 860 Routing Directory for a specific CAGE Code on the ‘Location Information – Edit’ page. This functionality will also be available for the SAM and HAM.
This concludes our demonstration.