Intro



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

Step 1



This presentation is an overview the Automate Contract Distribution / EDI 850 860 Routing Directory Update Process for Contractor Administrators (CAM).



While logged into PIEE as a Contractor Administrator click the PIEE Administration option from the Administration drop down.

Step 3



To make changes to all CAGE Codes in the CAM's structure click the Group Management link.

| | Administration Console Menu - | LUser : Jessie Miller Exit |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| | Group Management | |
| | Improcurement / Finance / Logistics Group Information Administrat groups and subgroups in the PFL therarchy by adding / renaming / moving / deleting groups as well as adding / moving location codes in the group structure. | |
| | Esecurity Group Information (NCCS) Administer groups and subgroups in the Security hierarchy by adding / renaming / moving / deleting groups as well as adding / moving location codes in the group structure. | |
| | Group Lookup Lookup a Group by Location Code and view active Government / Contractor Administrators. | |
| | Q Group History Look up the history of actions on groups. | |
| | | |
| | Click the Procurement / Finance / Logistics Group Information option to continue. | * Asterisk Indicates required entry. † Only one field is required. |
| | | |
| | | |
| Click the Procurement | / Finance / Logistics Group Information option to continue. | |

| ninistration C | ansole Menu - Lucr : Ju | essie Miller | Exi |
|-------------------------|-------------------------------------------------------------------------------------------------------------------|--------------|-----|
| rocurement/Fina | ncerLogistics - Group Information | | |
| Group Root | | 1 | ٦ |
| TOP\OGDE | Process for Setting up Directory and Obtaining access to Support Server Users who will be retrieving 850 / 860 | | •] |
| Current Group 1VM69 | files from the WAWF support server must follow these steps: | | |
| Current Group | 1. The user must first contact Customer Support for testing & assistance. | | |
| Actions | NOTE: Prior to retrieving documents in production using SFTP, all users are required to open a trouble ticket and | | |
| Directory Ar | request testing assistance from the Joint Interoperability Test Command (JITC). | | |
| Subgroups fr | 2. The user must complete SAAR DD Form 2875 (after Step 1 is completed). | | ĩ |
| | DISA Form 2875: Users must complete this form to request authorization to SFTP from the Defense Enterprise | | 1 |
| Subgroup Fi Equal To | directory for the user. The user will also obtain the User ID and password for the system. | | |
| Item | 2. The user should communicate the directory path to their CANA | | |
| 1 | 3. The user should communicate the directory path to their CAIM. | | |
| 2 | 312246 | | |
| 3 | <u>417N3</u> | | |
| 4 | 51/21/6 | | |

Process for Setting up Directory and Obtaining access to Support Server Users who will be retrieving 850 / 860 files from the WAWF 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.

| Administration Console Menu - | LUser: Jessie Miller | Exi |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Procurement/Finance/Logistics - Group Information | | |
| Group Root | | ٦ |
| TOP\OGDEN VENDORS\ 1VM69 | • |] |
| Current Group Name 1VM69 | | |
| Current Group Path | | |
| TOP / OGDEN VENDORS / <u>1VM69</u> | | |
| Actions Directory Action + Location Action + | Level 2 CAMs 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. | |
| Subgroups for 1VM69 - Record Count: 9 Subgroup Filter | The PIEE Super Admin / PIEE Admin will also have this capability when viewing Vendor Groups at Level 2. | |
| Equal To 👻 | | |
| | Click the Directory Action dropdown to expand options. | |
| Item Subgr | | |
| 2 3U2V6 | | |
| 3 4TZN3 | | |
| 4 <u>5U2V6</u> | | |

Level 2 CAMs 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 PIEE Super Admin / PIEE Admin will also have this capability when viewing Vendor Groups at Level 2.

Click the Directory Action dropdown to expand options.

Step 7

| ninistration Console | Menu - | | LUser : Jessie Miller |
|---------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------|
| rocurement/Finance/Logist | tics - Group Information | | |
| Group Root | | | |
| TOP\OGDEN VENDORS | 5\1VM69 | | |
| Current Group Name 1VM69 | | | |
| Current Group Path | | | |
| TOP / OGDEN VENDOR | RS / <u>1VM69</u> | | |
| Directory Action - L Update mylnvoice Direct Populate EDI 850/860 D | Location Action + User Action tory Directory | | |
| Populate PDS Contract E | Data Routing Directory | | |
| Subgroup Filter Equal To 💙 | | Click the Populate EDI 850/860 Directory option from the Directory Action dropdown. | |
| Item | Subgroup | | |
| 1 | 071X0 | | |
| 2 | <u>3U2V6</u> | | |
| 3 | 4TZN3 | | |
| 4 | <u>5U2V6</u> | | |
| 6 | 20705 | | |

Click the Populate EDI 850/860 Directory option from the Directory Action dropdown.

| dministration Console | | Populate EDI 850/860 Routing Directory | Jussie Miller |
|-------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Procurement/Finance/Logistics | s - Group Informat | EDI 850/860 Directory | |
| Group Root | | | |
| TOP\OGDEN VENDORS\ 1 | IVM69 | NOTE The standard format for the EDI 850/860 Routing Directory should follow /home/ <sfip 858_806<="" td="" user_id2=""><td>~</td></sfip> | ~ |
| Current Group Name 1VM69 | | Rent: Clicking Saver will pre-populate the directory for all CAGE codes in this group and any subgroups. Women: The directory for all CAGE codes in this group and any subgroups will be cleared out if the EDI 850/860 Directory is blank on save. | |
| Current Group Path TOP / OGDEN VENDORS | / <u>1VM69</u> | ± Sove | iii Cancel |
| Directory Action - Loc | ation Action + | her Adlan - | |
| Subgroups for 1VM69 - Rec | ord Count: 9 | | _ |
| Subgroup Filter | | The CAM will enter a directory and click Save to pre-populate | |
| Equal To 👻 | | the EDI 850 / 860 Routing Directory for all CAGE codes in the | |
| Item | Subgr | current group and any subgroups. | |
| 1 | 071X0 | | |
| 2 | <u>3U2V</u> | | |
| 3 | 4TZN: | | |
| 4 | | | |

The CAM 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.

Step 9

| Iministration Console | Menu - | 💄 User: Jessie Mill | er Ex |
|--------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| The EDI 850/860 Director | ry was successfully updated fo | r all CAGE Codes in this group and any subgroups. | > |
| Procurement/Finance/Logist | tics - Group Information | | |
| Group Root | | | |
| TOP\OGDEN VENDORS | S\1VM69 | | v |
| Current Group Name 1VM69 | | | |
| Current Group Path | | | |
| TOP / OGDEN VENDOR | RS / <u>1VM69</u> | | |
| Actions Directory Action L | Location Action - User Av | ction - | |
| Subgroups for 1VM69 - R Subgroup Filter | Record Count: 9 | A success message will be displayed. The CAM may change a specific CAGE Code on the Location Information page. Click the Administration Console link or choose Location Management from | |
| Equal To 💙 | | the Menu dropdown. | |
| Item | Subgroup | | |
| 1 | 071X0 | This functionality will also be available for the PIEE Super Admin / PIEE Admin. | |
| 2 | <u>3U2V6</u> | | |
| 3 | 4T7N3 | | |

A success message will be displayed. The CAM may change a specific CAGE Code on the Location Information page. Click the Administration Console link or choose Location Management from the Menu dropdown.

This functionality will also be available for the PIEE Super Admin / PIEE Admin.

| Administration Console | Menu - | | 💄 User : Jessie Miller Exit |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Main Menu | | | |
| Menu Option Group Management Location Management User / Role Management Vendor POC Vendor POC History | Description Administer groups and sub Administer locations by ed Manage users and roles. View/Manage Vendor POC View the Vendor POC Hist | groups by adding, renaming, moving / deleting groups in the group structure, and adding / moving locations in thing locations, adding extensions, adding extensions and viewing location and extension data 1 table for the WAWF e-Business Suite. ory table for the WAWF e-Business Suite. | t the group structure. |
| | | | Asterisk indicates required ent † Only one field is require |
| | | Click the Location Management link to continue. | |
| | | | |
| | | | |
| | | | |
| | | | |

Click the Location Management link to continue.

Step 11

| Administration Console Menu - | | 💄 User : Jessie Miller 🛛 Exit |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------|
| Location Management | | |
| • Location Information Administer locations by managing organization emails, adding/editing extensions, managing | ing vendor location notifications, and deactivating pay locations. | |
| | | * Aster isk indicates required en † Only one field is requir |
| | | |
| | Click the Location Information option. | |
| | | |
| | | |
| | | |

Click the Location Information option.



Search for the specific Location Code that needs updated. After entering search criteria click the Search button.

Step 13

| | | | | | LUser : Jessie Miller |
|--------------------------------------------------------------------------------------|---------------------------|---------------------------------------|--------------------------------------------------------------|---------------------------|---------------------------------------------------|
| Search Result - Found 1 Records | | | | | |
| Show 10 v entries Application li Location Cod WAWF 1VM69 Showing 1 to 1 of 1 entries | ; Lî Extension NA | 17 Location Type CAGE | Primary Org. Email 435.wavf-test@cacl.com | 1 Secondary Org. Email(s) | Search: Action(s) G'Édit Previous 1 Next |
| Back Add Extension | | | | | |
| | On the Sea Action coli | arch Results scre umn for the Loca | en click the Edit link un ation that is being upda | ider the ted. | * Asterisk indicates re † Only one fiel |

On the Search Results screen click the Edit link under the Action column for the Location that is being updated.

| nistration Console Menu - | Update Location Code Organizational Email(s) | | LUser : Jessie Miller Ex |
|---------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------|
| Search Result - Found 1 Records | Application WAWF | | |
| Show 10 v entries | Location Code * | Location Code Extension * | |
| Application 👫 Location C | 1VM69 | NA | |
| WAWF 1VM69 | Primary Organizational Email * | Primary Organizational Email Setting * | |
| Showing 1 to 1 of 1 entries | 435.wawf-test@caci.com | All Emails 🗸 | 1 Next |
| | Secondary Organizational Email(s) | Secondary Organizational Email Settings | |
| Back Add Extension | | All Emails 🗸 | |
| | ★ Save Changes Cancel | | risk tertilizates required. |
| | The Location Code's inform editable at this time. Scroll Directory. | nation will be displayed and is down to the EDI 850/860 Routing | † Only one field is req |

The Location Code's information will be displayed and is editable at this time. Scroll down to the EDI 850/860 Routing Directory.

Step 15

| | Primary FTP Routing Directory | Primary FTP Routing Setting | ^ |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| Search Result - Found 1 Records | | All Notices 🗸 | |
| Show 10 v entries | Note: The standard format for the FTP Routing Directory should follow /caci_db/efp/NWF_RA_sec/FTPEDIDIrectory/ftp_working/cSFTP User ID>/notifications Note: These FTP files will be retrieved by Vendors on the SFTP server at | | |
| Application Location | There is a second | | |
| WAWF 1VM69 | EDI 850/860 Kouting Directory | | |
| Showing 1 to 1 of 1 entries | Nome/-SFIP User ID>/850_860 INOTE The standard format for the EDI 850/860 Routing Directory should follow //home/-SFIP User ID>/850_860 | | 1 Next |
| Back Add Extension | PDS Contract Data Routing Directory | | |
| | PDS Contract Data Routing Directory | | |
| | ± Save Changes | | risk indicates req |
| | | | † Only one field |
| | | | |
| | Update the EDI 850/860 Routing Directory field | and click the | |
| | Save Changes button | | |

Update the EDI 850/860 Routing Directory field and click the Save Changes button.



A success message will be displayed indicating the Location Information has been updated.

End



This concludes our demonstration.