**Business Process Request Form**

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| Requester Details | | | |
| Customer Name | <Client’s Company> | Project Name |  |
| Requested By |  | Requester Email |  |
| Requester Phone |  | Test Required | Yes  No |
| Submission Date | Click here to enter a date. | Delivery Date | Click here to enter a date. |

Business Need

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Business Need Description | | | | |
| Please describe the business need. | | | | |
| Source File Details | | | | |
| Internal Path | Please list the internal files path (UNC) | | | |
| Is the file uploaded to MIS/IT? | Yes  No | | Upload account | user account |
| External Path | Please list ftp server details if applicable | | | |
| External Server Name | ftp.remoteserver.com | | | |
| Location Credentials | Provide username and password | | | |
| List Protocol | SFTP | | Required Port |  |
| PKA(for SFTP) | Yes  No | | List Key Name | Provide key Name |
| Source File Mask | Filesource.txt, \*.txt, file\*.\*, file\*.txt | | | |
| File Process Details | | | | |
| File Rename Requirements | | Please list any file rename requirements needed at the destination location. | | |
| File Encryption | | Yes  No | List Key Name | Provide key Name |
| File Decryption | | Yes  No | List Key Name | Provide key Name |
| Add Timestamp | | Yes  No | Timestamp Format | MMDDYYHHMMSS |
| Strip Timestamp | | Yes  No | | |
| Destination File Details | | | | |
| Destination Type | | Internal UNC  Internal FTP  External Server | | |
| Internal Destination Path | | Please list UNC internal location if applicable | | |
| Internal FTP Server Name | |  | | |
| Location Credentials | | Provide username and password | | |
| List Protocol | | SFTP | Required Port |  |
| PKA(for sftp) | | Yes  No | List Key Name | Provide key Name |
| Destination File Type | | ASCII  Binary | | |
| Required Site Commands | | Please list all special site commands required by the destination host. | | |
| External Server Name | | ftp.externalserver.com | | |
| External Server Credentials | | Provide username and password | | |
| External Destination Path | | Please list UNC external location if applicable | | |
| Additional File Processing | | | | |
| Please list any additional file processing needed. | | | | |

# Completion and Signoff

Note: All parties must approve this form prior to any rule going live in the production environment.

|  |  |  |  |
| --- | --- | --- | --- |
| Completed By |  | Verified By |  |
| Completion Date | Click here to enter a date. | Verified Date | Click here to enter a date. |
| Approved By |  | Approval Date | Click here to enter a date. |