**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

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| 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.

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| 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. |