# Customer Onboarding Guide: File Transfer Workflows

Each workflow is a separate sheet (tab) in the onboarding Excel workbook.

## What you will submit

**One Excel workbook** with one worksheet per workflow. Keep **Enabled** set to **No** until all required fields are complete.

## How the workbook helps you

• Inline tooltips: hover over field names for guidance.
• Required fields auto-highlight: empty required fields appear in light yellow.
• Submission guard: you cannot set Enabled=Yes until required fields are filled (Excel will show an error).

## Workflow sheet structure

Each workflow sheet contains these sections:
• Workflow Metadata (top of sheet)
• Customer
• **Network & Boundaries**
• Source (SFTP or S3)
• Target (SFTP or S3)
• Security
• Operations

## Network & Boundaries (required)

To speed up security/network reviews, you must specify where endpoints live and how connectivity works. The workbook requires at least:
• **Source Endpoint Location**
• **Target Endpoint Location**
• **Connectivity Path**
If Connectivity Path is **Public Internet**, you must also provide **Allowlisting Responsibility** and (when applicable) **Public IP(s) to Allowlist**.

## Submission rules (macro-free)

When you are ready to submit, change **Enabled** to **Yes**. If any required fields are missing, Excel will prevent the change and show an error message. Complete the highlighted fields and try again.

## Flow-type required field checklist

| Flow Type | Required source/target information (high level) |
| --- | --- |
| SFTP_to_S3 | Source SFTP host/port/auth/username, source directory, file pattern, frequency; Target S3 bucket and prefix. If Public Internet: allowlisting details required. |

| | |
|---|---|
| SFTP_to_SFTP | Source SFTP host/port/auth/username, directory, file pattern, frequency; Target SFTP host/port/auth/username and directory. |
| S3_to_SFTP | Source S3 bucket and prefix, file pattern, trigger/frequency; Target SFTP host/port/auth/username and directory. |
| S3_to_S3 | Source S3 bucket and prefix, file pattern, trigger/frequency; Target S3 bucket and prefix; Cross-account Yes/No (and account ID if Yes). |

# Required vs Optional Matrix

This matrix explains which fields are required, optional, or conditional. Conditional fields become required only when a related choice is selected.

| Section | Field Name | Required? | Reason / Notes |
|---|---|---|---|
| Workflow Metadata | Workflow ID | Required | Primary identifier |
| Workflow Metadata | Flow Type | Required | Determines which fields apply |
| Workflow Metadata | Environment (Dev/Test/Prod) | Required | Deployment scope |
| Workflow Metadata | Enabled (Yes/No) | Required | Guarded until required fields complete |
| Customer | Customer ID (Short Code) | Required | Used in logs/naming |
| Customer | AWS Account ID | Required | Where resources are provisioned |
| Customer | AWS Region | Required | Execution region |
| Customer | Primary Contact Email | Required | Onboarding/ops communication |
| Network & Boundaries | Source Endpoint Location | Required | Internal/external/partner/vendor |
| Network & Boundaries | Target Endpoint Location | Required | Internal/external/partner/vendor |
| Network & Boundaries | Connectivity Path | Required | Public/VPN/DX/PrivateLink/etc. |
| Network & Boundaries | Allowlisting Responsibility | Conditional | Required if Connectivity Path is Public Internet |
| Network & Boundaries | Boundary Crossing (Yes/No) | Optional | Recommended for security review |
| Network & Boundaries | From Boundary | Conditional | Required if Boundary Crossing = Yes |
| Network & Boundaries | To Boundary | Conditional | Required if Boundary Crossing = Yes |
| Network & Boundaries | Data Classification | Optional | Recommended; may be required by policy |

## Need help?

Hover over field names in Excel for tooltips. If you need clarification, contact your onboarding/operations representative.

Tip: Attach sample filenames and a test file (if allowed) to speed up validation.