

DFE – Review and Approve a Certificate

Reference Guide

Homepage

DFE

Create Certificate

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Roles	The role(s) required to Review, and Approve a Certificate document submitted for review by a DFE – Standard User in the Duty-Free Entry (DFE) application: • DFE – Standard User • DFE – Admin User
Creating a Certificate	This guide provides an overview of how a DFE user Reviews and Approves a Certificate document in the Duty-Free Entry (DFE) application. Log in to PIEE as a DFE user with access to Review and Approve Certificates and access the DFE application. In the DFE module go to DFE > Search Certificate.
Search Criteria	Search Criteria Use the Certificate Search page to find Certificates in DFE. Select Search Certificate under the DFE navigation section include search criterion "Status: Pending Approval"; or use the "Pending Approval" document tables on the Dashboard. Find the Certificate and click the Certificate Number hyperlink to open the document. <i>Search Criteria:</i> • Contract Number (<i>with parameters Starts With / Equal to / Is Null / Not Null</i>) • Delivery Order Number (<i>with parameters Starts With / Equal to / Is Null / Not Null</i>) • Contractor CAGE • Certificate Number (<i>with parameters Starts With / Equal to / Is Null / Not Null</i>) • Entry Control Number • Status ○ Draft ○ Pending Approval ○ Rejected ○ Completed ○ Deleted ○ Returned • Contractor Name (<i>with parameters Starts With / Equal to / Is Null / Not Null</i>) • Contracting Officer DoDAAC • Date Submit From (<i>with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null</i>) • Date Submit To (<i>with parameters Less than or equal to / Less than / Equal to</i>) • Date Completed From (<i>with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null</i>) • Date Completed To (<i>with parameters Less than or equal to / Less than / Equal to</i>) • Requested Response Date From (<i>with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null</i>) • Requested Response Date To (<i>with parameters Less than or equal to / Less than / Equal to</i>) <i>Button(s):</i> • Search • Download

	<i>NOTE: Select the Download button to export the Search Results to an Excel file.</i> <i>NOTE: At least one search criterion is required to perform a search.</i> After entering the search criteria, click the Search button. The search results display on the same page.
Search Results	Search Results display below the Search Criteria and allow new searches without leaving the page. Locate the document and click the Certificate Number hyperlink to open the Entitlement. DFE Certificate Search Results Columns: • Certificate Number • Contract Number • Delivery Order Number • Entry Control Number • Contractor CAGE • Contractor Name • Contracting Officer DoDAAC • Submit Date • Requested Response Date • Completion Date • Status • Action By
Certificate Document Information	The View Certificate screen displays and information for the Certificate is entered on the tabs below. The approving DFE user may edit the Certificate; the document is in an edit state by default. If the document requires changes from the submitter, click the Return to Submitter button. Review the Return to Submitter training on DFE WBT for more information. Tabs: • Header • Foreign Supplier • Shipment Information • Consignee • Attachments • History The Certificate document information is available at the top of the creation screen and is visible on all tabs. Header information: • Certificate Number (<i>Displays After Create</i>) • Contract Number • Delivery Order Number • CAGE • Document Status (<i>Displays After Create</i>) <i>Button(s):</i> • Approve

- Deny
- Return to Submitter
- Cancel
- Assign (*Field is available to DFE Admin users*)

NOTE: The Assign button is available to DFE Admin users. Selecting the button populates a list of users registered at DFE – DCMA Group Level 2 to choose from.

Header Fields:

- Desired Request Response Date * (Date Field)

Contract Information:

- Contract Number (*Un-editable*)
- Delivery Order Number (*Un-editable*)

Contractor Information:

- Contractor CAGE (*Un-editable*)
- Contractor Name (*Un-editable*)

Entry Control Number:

- Entry Control Number *

Button(s):

- [Entry Control Number Help](#)

Header Tab

Customs Broker Information

Button(s):

- Add Customs Broker
- Resend Email to All

NOTE: The Resend Email to All button is available on approved certificates. Select the button to resend the email to the listed brokers.

Add/Edit Customs Broker Fields:

- Customs Broker Name *
- Customs House Broker Number *
- Customs Broker Email *
- Button(s)
 - Save
 - Cancel

Customs Broker Information Table Columns:

- Customs Broker Name
- Customs Broker House Number
- Customs Broker Email
- Action
 - View
 - Delete

	Button(s): • Approve • Deny • Return to Submitter • Cancel • Assign (<i>Field is available to DFE Admin users</i>)
Foreign Supplier Tab	Foreign Supplier Information: • Name * • Address 1 * • Address 2 • City * • Country * Button(s): • Approve • Deny • Return to Submitter • Cancel • Assign (<i>Field is available to DFE Admin users</i>)
Shipment Information Tab	Shipment Information: • Harmonized Tariff Schedule (HTS) Code • Duty Value of Shipment • Estimated Dollar Value of Shipment * • Port Code • Customs House Broker Number * Button(s): • Find a Broker • GBL/AWB Number • Vessel Name • Mode of Transportation * ○ Air ○ Rail ○ Hand Carry ○ Ground ○ Ship • Second Tariff Code * • Standard Carrier Alpha Code (SCAC) • Date Imported * (<i>Date Field</i>) • Sub-Contract Number • PO Number • Expiration Date of Sub-Contract/PO (<i>Date Field</i>) • Special Requirements or Instructions Button(s): • Approve • Deny • Return to Submitter • Cancel • Assign (<i>Field is available to DFE Admin users</i>)

Consignee Tab	Consignee: • Company Name * • POC Name • Address 1 * • Address 2 • City * • Zip Code * • State * (<i>Dropdown</i>) • Email • Phone Number Button(s): • Approve • Deny • Return to Submitter • Cancel • Assign (<i>Field is available to DFE Admin users</i>)
Attachments Tab	Attachments for DFE Entitlement Select 'Choose' to select one of more documents and then click 'Upload' to upload the document to the server. Button(s): • Choose • Upload • Cancel During Upload Table Columns: • File Name • File Size • Action ○ Delete The application will automatically strip out unwanted special characters from the file name. • Table Columns • File Name • File Type • File Size • Attachment Description • Upload Date • Name ○ Action ○ Delete Button(s): • Approve • Deny • Return to Submitter • Cancel • Assign (<i>Field is available to DFE Admin users</i>)

History Tab (After Create)	The History tab displays all actions taken on a Delivery Order, separated by role and action. History tab entries: • Role • Action Taken • Action Date • Status • First Name • Last Name • Title • Email • Commercial Telephone • DSN Telephone • Comments
Submit for DFE – Standard User Approval	After the information is input, the document is ready for submission. Click the Approve button to continue the workflow process; a pop-up displays with the question “Are you sure that you want to approve this Certificate?” Click the Yes button to continue. Document validation runs displaying soft warnings/errors; make necessary corrections before submitting. Click the Approve button to continue after errors have been fixed.
Submit Success	Successfully Submitting a Certificate directs the user to a Success screen with the information for the document. The document is in the ‘Completed’ status. An email is sent to the users associated with the document, informing them the document has been submitted. Success Screen NOTE: The Certificate was approved successfully. <i>Document Information:</i> • Certificate Number • Document Type • Status • Action Taken • Action Date • Action By <i>Button(s):</i> • Home
Additional Information	
Deny Certificates	Certificates may be Denied. When a Certificate is denied, the document cannot be edited and cannot be reused for future documents. An email is sent to the users associated with the document, informing them the document has been Denied by a DFE User. No further action is need nor can be taken.

Sample
Search
Results
Export

When the download button on the Search Certificates page is selected, an excel sheet is created with the search results.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Certificate Number	Contract Number	Delivery Order Number	Entry Control Number	Contractor CAGE	Contractor Name	Contracting Officer D	Submit Date	Desired Request Respc	Completion Date	Status	Action By
2	008N12412800002	S0512A00D9003		000-1234567-8	06481	TEST	S0512A	2024-05-07	2024-11-03	2024-05-07	Completed	
3	002412413400006	S0512A00D9013		241-1234ABC-Q	06481	TEST	S0512A	2024-05-13	2024-11-09		Pending Approval	
4	002412412700004	S0512A00D9003		241-1234ABC-X	06481	NORTHROP GRUMMA	S0512A	2024-05-06	2024-11-02		Pending Approval	
5	002412412200003	S0512A00D9010		123-4567891-2	06481	ERA	S0512A	2024-05-01	2024-10-28		Draft	
6	008M852405800002	N0018914PE343		919-0T35465-4	06481	CACI	S0512A	2024-02-27	2024-08-25	2024-02-27	Pending Approval	
7	008N12412800003	S0512A00D9003		123-4567891-2	06481	TEST	S0512A	2024-05-07	2024-11-03		Rejected	
8	002412412800005	S0512A00D9013		241-1234ABC-1	06481	TEST	S0512A	2024-05-07	2024-11-03		Pending Approval	
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