

DFE – Review and Approve an Entitlement

Reference Guide

Homepage

DFE

Search Entitlement

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<p>Roles</p>	<p>The role(s) required to Review, and Approve an Entitlement document submitted by a DFE – Vendor in the Duty-Free Entry (DFE) application:</p> <ul style="list-style-type: none"> • DFE – Contracting Officer • DFE – Admin User
<p>Creating an Entitlement</p>	<p>This guide provides an overview of how a DFE user Reviews and Approves an Entitlement document in the Duty-Free Entry (DFE) application.</p> <p>Log in to PIEE as a DFE user with access to Reviews and Approve Entitlements as described above and access the DFE application. In the DFE module go to DFE > Search Entitlement.</p>
<p>Entitlement Search - Criteria</p>	<p>Search Criteria</p> <p>Use the Entitlement Request Search page to find Entitlements in DFE.</p> <p>Select Search Entitlement under the DFE navigation section; include search criterion "Status: Pending Approval"; or use the "Pending Approval" document tables on the Dashboard.</p> <p>Find the Entitlement and click the Entitlement Number hyperlink to open the document.</p> <p><i>Search Criteria:</i></p> <ul style="list-style-type: none"> • 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 • Entitlement Number (<i>with parameters Starts With / Equal to / Is Null / Not Null</i>) • 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>) • Status <ul style="list-style-type: none"> ○ Draft ○ Pending Approval ○ Rejected ○ Completed ○ Deleted ○ Returned • 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>) <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • Search • Download

NOTE: Select the Download button to export the search results to an Excel file.
NOTE: At least one search criterion is required to perform a search.

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 **Entitlement Number** hyperlink to open the Entitlement.

DFE Entitlement Search Results Columns:

- Entitlement Number
- Contract Number
- Delivery Order Number
- Contractor CAGE
- Contractor Name
- Contracting Officer DoDAAC
- Submit Date
- Requested Response Date
- Completion Date
- Status
- Action By

Entitlement Document Information

The **View Entitlement Request** screen displays and information for the Entitlement is entered on the tabs below. The approving DFE user may edit the Entitlement; 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
- Product Information
- Line Item
- Attachments
- History

The Entitlement document information is available at the top of the creation screen and is visible on all tabs.

Header information:

- Entitlement Number (*Displays After Create / Save*)
- Contract Number
- Delivery Order Number
- CAGE
- Document Status (*Displays After Create / Save*)

Button(s):

- Approve
- Deny
- Return to Submitter
- Cancel

Header Fields:

- Desired Request Response Date *

Contract Information:

- Contract Number * (*Un-editable if creating from Contract*)
- Delivery Order Number (*Un-editable if creating from Contract*)
- Contract Type
- Total Contract Dollar Value *
- Contract Expiration Date *

Contractor Information:

- Contractor CAGE * (*Un-editable if creating from Contract*)
- Contractor Name *

Contracting Officer Information:

- CO DoDAAC *
- CO First Name *
- CO Last Name *
- CO Phone Number *
- CO Email *

Customs Broker Information:

Button(s):

- Add Customs Broker
- [Look Up Customs Broker](#)
- Resend Email to All

NOTE: The Resend Email to All button is available on approved entitlement. 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

Header Tab

- Deny
- Return to Submitter
- Cancel

Foreign Supplier Tab

Foreign Supplier Information:

- Name *
- Address 1 *
- Address 2
- City *
- Country * (*Dropdown*)

Foreign Supplies Information:

- Subcontract/PO Number
- Subcontract Expiration Date
- Subcontract Estimated Dollar Value

Button(s):

- Approve
- Deny
- Return to Submitter
- Cancel

Product Information Tab

Product/Supplies Description:

- Products/Supplies Description
- Special Requirements or Instructions

Button(s):

- Approve
- Deny
- Return to Submitter
- Cancel

Line Item Tab

Button(s):

- Add Line Item

Table Columns:

- Contract Line Number
- National Stock Number
- Part Number
- Item Description
- Action
 - Edit
 - Delete

Add/Edit Line Item:

- Line Number *
- National Stock Number *
- Part Number *

- Item Description *

Button(s):

- Save Line Item
- Cancel

Button(s):

- Approve
- Deny
- Return to Submitter
- Cancel

**Attachments
Tab**

Adding Attachments

To begin adding attachments click the **Choose** button. Select all necessary attachments in a PDF format. All attachments selected display below where they may be deleted or added.

After confirming all attachments are correct click the **Upload** button. After a successful upload, attachments display below on the document. Uploaded attachments may be deleted.

The **Cancel** button next to the Upload button cancels the uploading of chosen attachments.

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

**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

Button(s):

- Approve
- Deny
- Return to Submitter
- Cancel

**Submit for
DFE –
Contracting
Officer
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 Entitlement?” 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 an Entitlement directs the user to a Success screen with the information for the document. The document is in the '**Completed**' status and available for a **DFE – Customs Brokers** to create Certificates. An email is sent to the users associated with the document, informing them the document has been submitted.

Success Screen

NOTE: The document was approved successfully.

Document Information:

- Entitlement Number

- Document Type
- Status
- Action Taken
- Action Date
- Action By

Button(s):

- Home
- Print

NOTE: Once the Entitlement is in Completed status, a Print button is available to DFE Vendors, Admins, and Contracting Officers. The button exports the Entitlement to PDF form.

Additional Information

Deny Entitlement

Entitlement Requests may be **Denied**. When an Entitlement 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 File Export

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

	A	B	C	D	E	F	G	H	I	J	
	Entitlement Number	Contract Number	Delivery Order Num	Contractor CAGE	Contractor Name	Contracting Office/ Submit Date	Desired Request Response Date	Completion Date	Status	Action By	
1	361262405200005	W9124121P0011		36126		IN S0512A	2024-02-21	2024-03-12	Returned		
2	1CAY92410200002	SPE1C118D1017		1CAY9		SPE1C1	2024-04-11	2024-05-01	Completed		
3	064812412800014	S0512A00D9003	SPE1C118F5284	06481		S0512A	2024-05-07	2024-05-27	Completed		
4	064812405800007	N0001916G0088		06481		S0512A	2024-02-27	2024-03-18	Completed		
5	064812405800008	N0018914PE343		06481		S0512A	2024-02-27	2024-03-18	Completed		
6	134992410700003	N0001911G0018	0003	13499		S2401A	2024-04-16	2024-05-06	Pending Approval		
7	064812412100010	S0512A00D9005		06481		S0512A	2024-04-30	2024-05-20	Completed		
8	064812412100011	S0512A00D9006		06481		S0512A	2024-04-30	2024-05-20	Completed		
9	064812427100018	S0512A00D0001		06481		S0512A	2024-09-27	2024-10-17	Returned		
10	064812410300009	FU441716D0005	FU441719F2005	06481		FU4417	2024-04-12	2024-05-02	Pending Approval		
11	064812412200012	S0512A00D9010		06481		S0512A	2024-05-01	2024-05-21	Completed		
12	064812412700013	S0512A00D9012		06481		S0512A	2024-05-06	2024-05-26	Completed		
13	064812412800016	S0512A00D9016		06481		S0512A	2024-05-07	2024-05-27	Completed		
14	134992402400002	N0001911G0018	0003	13499		S2401A	2024-01-24	2024-02-13	Pending Approval		
15	361262409900006	W9127823D5003	W9127823F5003	36126		N68171	2024-04-08	2024-04-28	Pending Approval		
16	064812412800015	S0512A00D9013		06481		S0512A	2024-05-07	2024-05-27	Completed		
17	900992414500002	W9124117D2174	0019	90099		FU4417	2024-05-24	2024-06-13	Draft		
18	26512427000002	W9124118D7012	MNMNJM78F0001	26512		S0512A	2024-09-26	2024-10-16	Completed		
19	064812427000017	W912412D2198		06481		FU4417	2024-09-26	2024-10-16	Completed		
20	2AAE1242700002	DUC26001A0001	DUC26001F0002	2AAE1		FU4417	2024-09-26	2024-10-16	Completed		
21											
22											
23											