

## Electronic Agreement Submissions, Addition (1-25-10)

Concerning the upload of documents to the D-Trade 2 system for electronic agreements, applicants should immediately implement the following changes.

- 1) **Applicants may upload up to 35MB (total) in the initial submission**, including the following:
  - a. Transmittal Letter, including all amplifying data (e.g., supporting material (Executive Summary, Part 130 Letter, etc.))
  - b. Proposed Agreement/Amendment, including all amplifying data (i.e., attachments and/or annexes (technical data and hardware descriptions, Statement of Work, etc.)). **This should be a single file submission, when possible.**
  - c. Certification Letter, when applicable

**Note: Uploading a file greater than 35MB will seriously delay the review of your submission.**
- 2) If the applicant has not reached the 35MB threshold with the Transmittal Letter, Agreement/Amendment, and Certification Letter, additional documents can be included with the initial submission up to the 35MB threshold. Otherwise, applicants have **48 hours** to submit the additional uploaded documents. Applicants are encouraged to upload the additional documents immediately after receipt of the nine-digit DSP-5 vehicle number upon completion of the initial upload.
- 3) Applicants should continue using the guidance for the Upload Menu Options identified in Section 17.1 and 17.2 of the Guidelines for Preparing Electronic Agreements. **To facilitate the technical review of the submission, the name of the “.pdf” file being uploaded should be as descriptive as possible. The review of your submission may otherwise be delayed.**
  - a. Transmittal letters should be named “Transmittal Letter.pdf”
  - b. Agreements with attachments should be named “Agreement with Attachments.pdf”
  - c. If *separate* supporting documents or attachments are uploaded, the file name of these documents should clearly identify what the document is (e.g., “F-4 Forward Fuselage Drwg No 12345.pdf”, not simply labeled as “technical data.pdf”)
- 4) When possible, “.pdf” files should be created with searchable text.
- 5) If Microsoft Word documents must be uploaded, the documents must be saved in the Word 97-2003 Document format with the “.doc” extension. Some government agencies have not upgraded to Microsoft Office 2007 and are unable to open documents with the “.docx” extension.
- 6) A second line item in Block 10 of the DSP-5 Vehicle should be entered by applicants to identify whether all documents have been uploaded with the initial submission. Referencing the “Preparation and Submission” slides, #11-26, of the “Electronic Agreements Webinar Brief, 12-8-09” posted on the DDTC website, applicants must indicate whether additional

documents will be uploaded subsequent to the initial submission using the method identified below.

Line Item #	*9. Quantity	*10. Commodity	* 11. USML Category Number	
	1	Technical Assistance Agreement for the development, integration and sale of the Search and Finder Radar. USML Categories: XI(a) (3), XI(c) and XI(d). Hardware is SME and Program is Unclassified. Total Value is \$26,300,000	XI	d
	Unit Type Lots		Commodity Code	
			Item is SME and DSP-83 is required <input type="checkbox"/>	
			Is a DSP-83 attached? <input type="checkbox"/>	
			If SME, and DSP-83 is not attached, state why.	
		Defense Article Type	Technical Data	
			*12. \$ Value	
			Unit Price	Line Item Total
			26,300,000	26,300,000
		<b>Add</b> <input type="checkbox"/>	*13. TOTAL VALUE (Sum of All Pages) \$ 26,300,000	

Once an applicant has completed Blocks 9-12 above, the applicant must follow Steps 23-28 from the posted Webinar Brief to report whether additional documents will be subsequently uploaded. Steps 23-28 are described below:

<u>Step No.</u>	<u>Block</u>	<u>Applicant Action</u>
23	n/a	Click on <b>Add</b> to open up the <b>“Additional Commodities”</b> page. This will be used to identify whether all documentation is attached to the initial submission.
24	9	In Line Item #2 type “1” in “Quantity” and select “Lots” for “Unit Type” (Same as Item 1)
25	10	Type <b>“All Documents Uploaded”</b> if all documents will be uploaded with initial submission.  Type <b>“Additional Documentation to be Uploaded”</b> if more documents will be added after the initial submission, i.e., files in excess of 35 MB total.
26	10	For “Defense Article Type,” always select “Technical Data” (Same as Item 1)
27	11	Fill in primary USML Category Number (Same as Item 1)
28	11	Enter <b>\$1</b> for Value

The following screenshot shows the Additional Commodities page for the entry of the second line item to identify whether all documentation has been uploaded or not. **If an applicant does not enter a second commodity line identifying whether the upload of documents is complete, the Agreements Officer will delay staffing of the case for 48 hours.**

### Additional Commodities Page

Line Item #	*9. Quantity	*10. Commodity	* 11. USML Category Number	
2	1	Additional Documentation to be Uploaded	XI	d
	Unit Type <input type="text" value="Lots"/>	Defense Article Type <input type="text" value="Technical Data"/>	Commodity Code  Item is SME and DSP-83 is required <input type="checkbox"/> Is a DSP-83 attached? <input type="text"/> If SME, and DSP-83 is not attached, state why. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
			*12. \$ Value	
			Unit Price	Line Item Total
			1	1

- 7) Post-approval documentation for electronic agreements (e.g., executed agreements, sales reports, and unexecuted/termination notifications) should be uploaded to the associated electronic DSP-5 vehicle. **These documents should not be submitted to DDTC in paper copy.** File names for these documents should comply with the naming instructions identified above.
- 8) The Guidelines for Preparing Agreements will be updated to reflect these changes in February 2010.