

Electronic Agreement Submissions

Beginning October 19, 2009, DDTC will allow all U.S. applicants to submit agreements electronically via the D-Trade 2 application. This electronic system will employ the D-Trade 2 Production application as the means for submitting, reviewing, and approving agreement proposals. It will incorporate the DSP-5 tool as the primary instrument (or “vehicle”) for transitioning agreements and their respective amendments from one phase of the adjudication process to the next. This process will negate the need for DDTC to issue a separate authorization letter upon approval of a case.

All U.S. applicants should note that only new agreements and re-baselined agreements may be submitted initially using the D-Trade 2 production system. Applicants are not authorized to submit an electronic amendment proposal to an approved paper agreement. Once an electronic agreement is approved, electronic amendments to that approval may be submitted.

Due to the unique requirements and formats associated with Agreement processing, DDTC guidelines governing the completion of the DSP-5 form have been modified to allow for its use for this express purpose. U.S. applicants are encouraged to thoroughly review the [Guidelines for Preparing Electronic Agreements](#) (Coordinating Draft -3) dated October 7, 2009 prior to attempting to submit an electronic agreement.

DDTC is requesting that any U.S. applicant not previously approved to submit electronic agreements as part of the Test Phase submit only one initial electronic agreement proposal. Once that application has cleared DDTC and has been forwarded for staffing to additional agencies, the applicant can openly submit applications as required. This initial submission “pause” will allow DDTC analysts to confirm submissions are complete and accurate and minimize the number of potential applications being returned without action.

Both paper and electronic submissions of agreement proposals will continue to be accepted; however, DDTC anticipates making the submission of electronic agreement applications mandatory for all applicants in Fall 2010.

While the types of information being supplied in the various blocks of the DSP-5 differ from that which is required for submitting individual licenses, the form has not been altered in any significant manner. However, DDTC recommends participating U.S. applicants download the most recent schema from our Production External Web site prior to submitting their first electronic agreement.

<https://dt2.pmdtdc.state.gov/dtrade/CertificateLogin>