

Product Data Reporting and Evaluation Program (PDREP)

Warranty and Source of Repair Tracking

User Guide 11 July 2013

Table of Contents

1	VIEWING THE WARRANTY LIST	5
2	EZ WARRANTY/GFP	10
3	SUMMARY	15

Click link and the hold "CTRL" key to follow link

FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the Warranty and Source of Repair search application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

REFERENCES:

a. Department of Defense Warranty Guide (Click Here)

INTRODUCTION

This document is intended to assist the Department of Defense in the Warranty development and implementation within PDREP.

Federal Acquisition Regulation (FAR) 46.7 states that "the use of warranties is not mandatory." However, if the benefits to be derived from the warranty are commensurate with the cost of the warranty, the Contracting Officer (CO) should consider placing it in the contract.

Defense Federal Acquisition Regulation Supplement (DFARS) 246.704 sets forth the following: "The Chief of the Contracting Office must approve use of a warranty, except in acquisitions for: (1) Commercial items; (2) Technical data, unless the warranty provides for extended liability; (3) Supplies and services in fixed-price type contracts containing quality assurance provisions that reference higher-level contract quality requirements; <u>or</u> (4) Supplies and services in construction contracts when using the warranties that are contained in Federal, military or construction guide specifications." The Chief of the Contracting Office shall approve the use of a warranty only when the benefits are expected to outweigh the cost.

The Warranty/SOR application is accessible via the Product Data Reporting and Evaluation Program home page: <u>https://www.pdrep.csd.disa.mil/</u>

First time PDREP users will need to submit a User Access request form, available on the NSLC home page: http://www.nslcptsmh.csd.disa.mil. Click on <u>User Access Request</u> to download the form. Follow the directions on the form to submit the request for access to PDREP.

1 VIEWING THE WARRANTY LIST

- a. The Warranty List is based on several parameters. The contract number is the mandatory field that the information is accessed. The more data that is entered will only truncate the search more.
 - 1. After longing into PDREP, the home screen will appear (as shown below). On the bottom left column is "Warranty/SOR Search," click the link.

Product Data Rep	orting and Evaluation Program (PDREP)
PDREP APPLICATIONS	PDREP REPORTS
Contract Award and Delivery (CAD)	Contractor Profile
Corrective Action Request (CAR)	Material Profile
Facility Oversight Plan (FOP)	MIR L1/SS Quarterly
Letter Of Delegation (LOD)	MIR Report
Material Inspection Record (MIR)	NAVSUP 874 Reports
Product Quality Deficiency Report (PQDR)	NAVSUP 854 Reports
Ship CSI Program (SCSI)	NAVSUP Level 1 Reports
Special Quality Data (SQD)	PODR Statistics
Supply Discrepancy Report (SDR)	PODK Summary SDR Outerly
Supplier Survey (Pre/Post Award)	<u>SDK Quarterry</u>
Test Records	_ PDREP PARTNER REPORTS
	DLA Contractor Summary
AD HOG Search	NASA Reports
AD-HOC Search	<u>Special Reports</u>
DODAAC Search	DATA LOAD
Eeedback Search	Batch Update
Exhibit Search	SITE ADMIN
GIDEP Search	IT Admin (Internal)
HEDRS Search	OA ADMIN (Internal)
Level 1/SubSafe Search	
PDREP Search	
PQDR Search	
Requisition Search	
SAP Search	
SDR Search	
UII Search	
warranty/SOK Search	

Figure 1.1

2. The Warranty Search screen will appear (Shown Below).

ſ	Warranty Search Source of Repair Search					
	Warranty Search					
	Instructions					
	(M) are required data elements To perform a Warranty Search:					
	 Enter the Contract Number (Mandatory) Enter the Order Number Enter Start Date and End Date (using format MM/DD/YYYY) Enter CAGE Enter Warranty UII Click the "Warranty Search" button 					
	(M) Contract Number OR Non-DoD Number:					
	Order Number:					
	Start Date:					
	End Date:					
	CAGE Code:					
	Warranty UII:					
	Search Reset					

Figure 1.2

- 3. Enter the Contract Number (Mandatory)
- A. Enter the Order Number (Voluntary)
- B. Enter Start Date and End Date (using format MM/DD/YYYY) (Voluntary)
- C. Enter CAGE (Voluntary)
- D. Enter Warranty UII (Voluntary)
- E. Click the "Warranty Search" button (Voluntary)

b. After complete step "6" in previous paragraph the Warranty Search list will appear. (Shown Below)

Warranty Search	Source of Repair Search
	Warranty Search
	Instructions
	(M) are required data elements To perform a Warranty Search:
	 Enter the Contract Number (Mandatory) Enter the Order Number Enter Start Date and End Date (using format MM/DD/YYYY) Enter CAGE Enter Warranty UII Click the "Warranty Search" button
(M) Contract Number OR	Non-DoD Number:
	Order Number:
	Start Date:
	End Date:
	CAGE Code:
	Warranty UII:
	Search Reset

Figure 1.3

c. To view details on contract, click "view" link on Figure 1.4. This will allow you to look at all records that are associated with the contract number entered.

Warranty Detail									
	0	ontract Number	N4511200	1472					
	0	ontract Vear	09	114/2					
Procurement Instr. Code A									
Serialized Identifier 1472									
Order Number 0004									
Attachment Number WTI0004-Test									
Line Item Type SLIN-1323-AA									
Exhibit Line Item SS									
PDF Date 2012-06-19									
Upload Date 2012-07-11									
Check UII Registry									
Source of Repair Instructio	ns								
Return to Search Page									
View PDF: Click here to dov	vnload data	in PDF format							
List Download: Click here t	o download	data in Microsoft Exce	l format						
Warranty Item UII	Starting Event	Usage Qty./Units	Duration Qty./Units	Fixed Expiration Date	Warranty Administrator Type/ID	Warranty Guarantor Type/ID	Item Type		
1234567890QWERTYUIOP	First Use	1 / Liter	4 / Week		DoDAAC N00102	DoDAAC N00102	С		
1234567890QWERTYUIOP	Installation	2 / Impressions	4 / Week		DoDAAC N00102	DoDAAC N00102	С		
1234567890QWERTYUIOP	Installation	6 / Stick	4 / Week		DoDAAC N00102	DoDAAC N00102	с		
1234567890QWERTYUIOP	Other	4 / Inch	4 / Week		DoDAAC N00102	DoDAAC N00102	С		
1234567890QWERTYUIOP	First Use	5 / 100 Kilograms	4 / Week		DoDAAC N00102	DoDAAC N00102	С		
1234567890QWERTYUIOP	Acceptance	3 / 100 Pound Drum	4 / Week		DoDAAC N00102	DoDAAC N00102	С		

Figure 1.4

Note

This list can be downloaded to Excel and PDF. This is done by clicking "here" on respective links.

To look at individual records, click on "Warranty Item UII" link.

d. To view Source of Repair (SOR) on contract. Go back to Warranty Search results page from current page, click on "Return to Search page" (Figure 1.3), then click "search" link on (Figure 1.4).

Warranty Detail											
		and the second sec									
	Contract Vear 09										
Procurement Instr. Code A											
Serialized Identifier 1472											
Order Number 0004											
	Δ.	ttachment Number	WTI0004-1	est							
	Li Li	ne Item Type	SLIN-1323	-AA							
	Đ	chibit Line Item	SS								
	P	DF Date	2012-06-1	9							
	U	pload Date	2012-07-1	1							
Check UII Registry											
Source of Repair Instruction	ns										
Return to Search Page											
View PDF: Click here to dow	vnload data	in PDF format									
List Download: Click here to	o download	data in Microsoft Exce	l format								
Warranty Item UII	Starting Event	Usage Qty./Units	Duration Qty./Units	Fixed Expiration Date	Warranty Administrator Type/ID	Warranty Guarantor Type/ID	Item Type				
1234567890QWERTYUIOP	First Use	1 / Liter	4 / Week		DoDAAC N00102	DoDAAC N00102	С				
1234567890QWERTYUIOP	Installation	2 / Impressions	4 / Week		DoDAAC N00102	DoDAAC N00102	С				
1234567890QWERTYUIOP	Installation	6 / Stick	4 / Week		DoDAAC N00102	DoDAAC N00102	С				
1234567890QWERTYUIOP	Other	4 / Inch	4 / Week		DoDAAC N00102	DoDAAC N00102	С				
1234567890QWERTYUIOP	First Use	5 / 100 Kilograms	4 / Week		DoDAAC N00102	DoDAAC N00102	С				
1234567890QWERTYUIOP	Acceptance	3 / 100 Pound Drum	4 / Week		DoDAAC N00102	DoDAAC N00102	С				

Figure 1.5

			Warra	nty Sea	rch					
			To perfor	m a Wa	rranty Search					
 Enter the Contract Number (Mandatory) Enter the Order Number Enter Start Date and End Date (using format MM/DD/YYYY) Enter CAGE Enter CAGE Enter Warranty UII Click the "Warranty Search" button 										
			(M) are	required	l data elemer	nts				
(M) Contract Nu	(M) Contract Number OR Non-DoD Number:									
Order Number:										
		Start Date:			•?					
		End Date:			0?					
		CAGE Code:								
		Warranty UII:								
		(V	Varranty S	earch	Reset					
List Download: Click here to download data in Microsoft Excel format										
Contract Number	Order Number	Attachment Number	Line	Item	Exhibit Line Item	Created Date	View Detail	Source of Repair		
N4511209A1472	0004	WTI0004-Test	SLIN-1	L323-AA	SS	2012-07-11	View	Search		
N4511210E7894	0003	WTI0003-Test	SLIN-1	1323-55	DD	2012-07-11	View	Search		

Figure 1.6

e. From Figure 1.6 will be led to Figure 1.7 (shown below) and given the SOR data that is connected with the warranty data list.

	Source of Repair Search							
	To perform a Source of Repair Instructions Search:							
	 Enter the Contract Number Enter the Order Number Enter Start Date and End Date (using format MM/DD/YYYY) Click the "Source of Repair Instructions Search" button 							
	(M) are required data elements							
(M) Contract Number:								
Order Number:								
Start Date:								
End Date:								
	Search Reset							
Return to Warranty Search								
List Download: Click here to download data in Microsoft Excel format								
Contract Number Order Number	Attack was block and the Them. Fullified in Them. Counted Date							
Contract Number Order Number	Attachment Number Line Item Exhibit Line Item Created Date							
N4511209A1472 0004	SOR0004-Test CLIN - 4555 - ZZ XX 2012-07-11							

Figure 1.7

f. Click on Contract Number to see SOR data, Figure 1.8 will show next screen.

	Source	e Of Repair I	nstructions Detail	
Return to Source of Re Return to Warranty Se View PDF: Click here to	Contract Order Nur Contract Procurem Attachme Line Item Exhibit Li Created I epair Search earch o download data in PD	Number mber Year ent Instr. Co ent Number I Type ne Item Date F format	N4511209A1472 0004 09 de A SOR0004-Test CLIN - 4555 - ZZ XX 2012-07-11	
List Download: Click <u>h</u>	<u>ere</u> to download data i	in Microsoft E	xcel format	
Company name	Warranty Repair Source Code/ID		Address	Instructions
Boat	CAGE / 03036	123 Main St Any Town Kittery/Som USA	reet ewhere , ME 03085	
Ship	CAGE / 03036	123 Main St Any Town Kitter/Some USA	reet where , ME 03085	

Figure 1.8

Note

This list can be downloaded to Excel and PDF. This is done by clicking "here" on respective links.

2 EZ Warranty/GFP

- a. The EZ Warranty, Source of Repair (SOR), and Government Furnished Property (GFP), which includes Scheduled Government Furnished Property and Requested Government Furnished Property, are for those individuals that cannot gain access to PDREP applications. The EZ Warranty/GFP Module is designed for the user to develop a PDF from and Excel spreadsheet.
 - 1. To get to the EZ Warranty/GFP application, please go to <u>https://www.pdrep.csd.disa.mil/</u>.



Figure 2.1

- 2. In Figure 2.1, please click on EZ PQDR Logon link on left hand side of page.
- 3. Consent Banner will appear. Accept will allow you to continue, Decline and it will bring you back to PDREP Home Page.
- 4. After clicking the Accept , Figure 2.2 below will appear

Create New Record	View Status Warranty/GFP
	Ez Product Data Reporting (EzPDR) Home
	Instructions (M) denotes a mandatory field
	 Select the type of Product Data Report you'd like to enter. Click on the question mark icon for a description of the report. Review your user information. If you don't know your organizations Department of Defense Activity Address Code (DODAAC), use the 'Lookup' button to search for your DODAC and enter it. Click 'Continue' to prepare the selected report.
	 Material Inspection Report (MIR) Product Quality Deficiency Report (PQDR) - SF368 Supply Discrepancy Report (SDR) - SF364
	Name:
	(M) DODAAC: 1/2 Lookup
	Continue
PDREP NAVSE	ALOGCENDET PORTSMOUTH, NH. Version : 5.0.13, Build Date : 05/19/2013 Phone : (207) 438-1690 <u>Email Technical Support</u> Wednesday, 22 nd May, 2013

Figure 2.2

5. On the top of the current page, click on Warranty/GFP tap on top of page.

Upload and View Processed Files Template Download Instructions 1. To create a PDF using Excel, find the Record Type you wish to create. 2. Click the Download Link for your record type. File Upload Instructions 1. Select the PDF Type you wish to upload. 2. Browse for the file, or enter the full pathname of your file (Example: C: Wy Documents/WyExcelData.xls). 3. Click the "Upload" button. 4. If your file uploads successfully, it will appear in the PDF Download table. PDF Download Instructions 1. Find the PDF you wish to download from the PDF Download table. 2. You may sort the table by clicking on the header columns 3. Click the Download Decimation (K the Download PDF) • Wait for the file to download.	
Template Download Instructions 1. To create a PDF using Excel, find the Record Type you wish to create. 2. Click the Download Link for your record type. Elle Upload Instructions 1. Select the PDF Type you wish to upload. 2. Select the PDF Type you wish to upload. 2. Browse for the file, or enter the full pathname of your file (Example: C:\My Documents\MyExcelData.xls). 3. Click the "Upload" button. 2. Click the "Upload" button. I fy our file uploads successfully, it will appear in the PDF Download table. PDE Download Instructions 2. Via may sort the table by clicking on the header columns Click the DOwnload PDF Link for your selected PDF. 2. Wait for the file to download. Template Download Marranty Tracking Information WIII Warranty Tracking Information WIII WIII Warranty Tracking Information WIII Wire Record Type Excel Download PDF Download Link Link PDE Townload Marecord Type Excel Do	
 1. To create a PDF using Excel, find the Record Type you wish to create. 2. Click the Download Link for your record type. File Upload Instructions Select the PDF Type you wish to upload. Browse for the file, or enter the full pathname of your file (Example: C:Wy Documents/WyExcelData.xls). Click the "Upload" button. If your file uploads successfully, it will appear in the PDF Download table. PDF Download Instructions Find the PDF you wish to download from the PDF Download table. You may sort the table by clicking on the header columns Click the Download PDF Link for your selected PDF. Wait for the file to download. Template Download <u>Record Type Excel Download PDF Download Link Link WII Source of Repair Instructions SOR SOR SOR SOR SOR </u> 	
File Upload Instructions 1. Select the PDF Type you wish to upload. 2. Browse for the file, or enter the full pathname of your file (Example: C:\My Documents\MyExcelData.xls). 3. Click the "Upload" button. 4. If your file uploads successfully, it will appear in the PDF Download table. PDF Download Instructions 1. Find the PDF you wish to download from the PDF Download table. 2. You may sort the table by clicking on the header columns 3. Click the Download PDF Link for your selected PDF. 4. Wait for the file to download.	
 Select the PDF Type you wish to upload. Browse for the file, or enter the full pathname of your file (Example: C:\Wy Documents\WyExcelData.xls). Click the "Upload" button. If your file uploads successfully, it will appear in the PDF Download table. PDF Download Instructions Find the PDF you wish to download from the PDF Download table. You may sort the table by clicking on the header columns Click the Download PDF Link for your selected PDF. Wait for the file to download. Template Download Record Type Excel Download PDF Download Link Warranty Tracking Information WTI WII Source of Repair Instructions SOR SOR SOR	
2. You may sort the table by clicking on the header columns 3. Click the Download PDF Link for your selected PDF. 4. Wait for the file to download. Template Download Record Type Excel Download PDF Download Link PDF Download Warranty Tracking Information WTI WTI Source of Repair Instructions SOR SOR Beguing the property of	
Template Download Record Type Excel Download PDF Download Warranty Tracking Information WTI WTI Source of Repair Instructions SOR SOR Descriptioned Commented SOR SOR	
Warranty Tracking Information WTI Source of Repair Instructions SOR Requiring Comparent SOR	
Source of Repair Instructions SOR SOR	
Requisitioned Covernment BCED (Developed	
Furnished Property RGFP only	
Scheduled Government SGFP SGFP (Download only) Furnished Property only) Only)	
- File Upload (M) File to Upload: (Max 50 char) (*.xls,*.xlsx) (M) Select your PDF Type Upload	



- 6. Template Download
 - a. To download Warranty Tracking Information excel template click on WTI link under Excel Download Link and fill in with data then save in personal file folder.
 - b. To download Warranty Tracking Information excel template click on SOR link under Excel Download Link and fill in with data then save in personal file folder.
 - c. To download Warranty Tracking Information excel template click on RGFP link under Excel Download Link and fill in with data then save in personal file folder.
 - d. To download Warranty Tracking Information excel template click on SGFP link under Excel Download Link and fill in with data then save in personal file folder.
- 7. Template Upload

- a. Taking the file (WTI, SOR, RGFP, or SGFP) is done by clicking the browse button and locating saved file.
 - i. This process is to convert the uploaded excel template to PDF.
- b. Select file type of file that is being uploaded, see Figure 2.4 below.

EZ Home Upload/View Proces	sed Files	Create PDF								
		Upload a	and Vi	ew Processed	Files					
Template Download Instructions										
 To create a PDF using Excel, find the Record Type you wish to create. Click the Download Link for your record type. 										
File Upload Instructions										
 Select the PDF Type you wish to upload. Browse for the file, or enter the full pathname of your file (Example: C:\My Documents\MyExcelData.xls). Click the "Upload" button. If your file uploads successfully, it will appear in the PDF Download table. 										
PDF Down	oad Instruct	tions								
1. Find f 2. You r 3. Click 4. Wait	 Find the PDF you wish to download from the PDF Download table. You may sort the table by clicking on the header columns Click the Download PDF Link for your selected PDF. Wait for the file to download. 									
	Re	cord Type		Excel Downlo	ad PDF Dowr	load				
	Warranty Tr	acking Inform	ation	WTI	WTI					
	Source of R	epair Instruct	ions	SOR	SOR					
	Requisitione Furnished Pi	ed Governmen roperty	it	RGFP	RGFP (Down	nload				
	Scheduled G Furnished Pr	overnment roperty		SGFP	SGFP (Down	nload				
File Unload										
(M) File to Upload: (Max	50 char) (*.>	ds,*.xlsx)					Browse			
(M)	PDF Type				~					
				Ì						
				Warranty Tracking Information						
L	Reques	sted Governmer	cuons nt Eurnished Pror	perty						
PDF Download Scheduled Government Furnished Property										
Upload File I	Name		<u>Uploa</u> Forma	<u>d In</u> at <u>PDREP</u>	Processed Date/Time	<u>PDF</u> Type	<u>Download PDF Link</u>			

Figure 2.4

- c. Then click upload.
- d. File should appear in the PDF Download section, see figure 2.5

EZ Home	Upload/View Proces	sed Files Create PI	DE						
Upload and View Processed Files									
Template Download Instructions									
 To create a PDF using Excel, find the Record Type you wish to create. Click the Download Link for your record type. 									
File Upload Instructions									
 Select the PDF Type you wish to upload. Browse for the file, or enter the full pathname of your file (Example: C:\My Documents\MyExcelData.xls). Click the "Upload" button. If your file uploads successfully, it will appear in the PDF Download table. 									
PDF Download Instructions									
 Find the PDF you wish to download from the PDF Download table. You may sort the table by clicking on the header columns Click the Download PDF Link for your selected PDF. Wait for the file to download. 									
		Record Type		Excel Do Lii	wnload Ik	PDF Do Li	wnloa nk	d	
		Warranty Tracking Info	rmation	<u>WTI</u>		WTI			
		Source of Repair Instru	ctions	<u>SOR</u>		<u>SOR</u>			
		Requisitioned Governme Furnished Property	ent	<u>RGFP</u>		RGFP (Do only)	ownloa	ad	
		Scheduled Government Furnished Property		<u>SGFP</u>		SGFP (Do only)	ownloa	ad	
C File Upload									
(M) File to Upload: (Max 50 char) (*.xls,*.xlsx)			Browse						
(M) Select your PDF Type			v						
Upload									
PDF Download									
	Upload File N	ame 🔺	<u>Upload</u> Forma	<u>d In</u> t PDREP	Pr Da	ocessed te/Time	1	PDF Type	Download PDF Link
WarrantyTrackingInformation.xlsx			XLS	YES	05/19/2	013 14:0	1:34	NTI	EZWTI20130519 1401 34.pdf
SourceOfRepairInstructions.xlsx			XLS	YES	05/19/2	013 14:0	8:01 9	GRI	EZSRI20130519 1408 01.pdf
ScheduledGovernmentFurnishedProperty.xlsx			XLS	NO	05/19/2	013 14:0	3:46 9	GFP	EZSGFP20130519 1403 46.pdf

Figure 2.5

- 8. To view/download PDF click on link on right under heading "Download PDF Link".
 - a. This will allow you to save PDF to personal files and route file per given instructions.
 - b. Warranty and SOR information will be automatically uploaded to PDREP.

3 SUMMARY

a. This concludes the Warranty and Source of Repair search instruction. The PDREP Customer Service Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

> E-Mail: <u>webptsmh@navy.mil</u> Commercial: (207) 438-1690 DSN: 684-1690 Fax: (207) 438-6535