



Product Data Reporting and Evaluation Program (PDREP)

Contractor Access

**User Guide
22 May 2014**

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*Hold the “CTRL” key and click on paragraph to follow link

FOREWORD

This guide does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Its purpose is to assist users with the Product Data Reporting and Evaluation Program (PDREP) Automated Information Systems (AIS) Contractor Access functionalities only. The PDREP-AIS contractor access is designed to allow non-government suppliers, contractors, and/or vendors limited access to data concerning only their company; submission and replies to Product Quality Discrepancy Reports (PQDR), Supply Discrepancy Reports, and other similar record submission types. Proper use of the PDREP application should facilitate the user's ability to find data concerning their company and manage records, such as PQDRs, sent to them by other PDREP-AIS users.

INTRODUCTION

This document is intended to guide the contractor's representative or investigator in the use of PDREP and in the process of reviewing and participating in Product Quality Deficiency Report (PQDR) investigations and Supply Discrepancy Reports (SDR).

Contractor representatives are also granted access to the PDREP-AIS for the purpose of reviewing their past performance information and supplier audits. Contractors may also submit PQDRs and SDRs for Government Furnished material (GFM) and participate in the investigation and resolution process for PQDRs and SDRs.

Support contractors participating in these activities under government supervision may under certain circumstances, use the government login mechanisms described in this and other documents in this series. First time PDREP-AIS users using government login procedures need to submit a User Access Request, available on the Naval Sea Logistics Center (NSLC) Portsmouth home page.

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

Requests for changes or improvement and any questions about the PDREP-AIS can be sent to:

Customer Support Desk

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535, DSN 684-6535

Email: webpmsmh@navy.mil

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 CONTRACTOR ACCESS CONTROLS

Contractors (aka Suppliers and vendors) may view their own data in the PDREP database. A contractor/Supplier must be registered in System for Award Management (SAM) and must have a current Marketing Partner Identification Number (MPIN) in SAM to access their PDREP information.

Contractors gain access to PDREP by updating the company's profile at the System for Award Management (SAM), www.sam.gov. Contractors must identify a Past Performance Point of Contact and specify a Marketing Partner Identification Number (MPIN). This MPIN in combination with the company's Data Universal Numbering System (DUNS) number is used to log into the PDREP AIS.

The MPIN is a personal code that created by the contractor and registered in SAM. The MPIN allows access to government applications such as the PDREP-AIS, Past Performance Information Retrieval System (PPIRS), FedBizOps, and FedTeDS. The MPIN acts as a password in the PDREP-AIS and other systems, and should be guarded as such. If you need assistance with the MPIN, you can reach the SAM help desk at 1-888-227-2423

As a contractor you will able to view all company information pertaining to that companies CAGE/DUNS number.

2 LOGGING IN

2.1 INITIAL ACCESS

Contractors that supply material and services to the US Gov't typically access the PDREP-AIS by using their companies MPIN and DUNs.

- a. Access the Product Data Reporting and Evaluation Program Automated Information System (AIS) Home page (Figure 2.1) by going to the at the following url:
<https://www.pdrep.csd.disa.mil>.
- b. If a US Gov't support contractor is authorized a US Gov't Common Access Card (CAC), those individuals may request PDREP-AIS user accounts. Click the [User Access Request](#) link to apply for an account. For login procedures refer to the 'User Access Request' user guide located under the [Guides and Manuals](#) link.

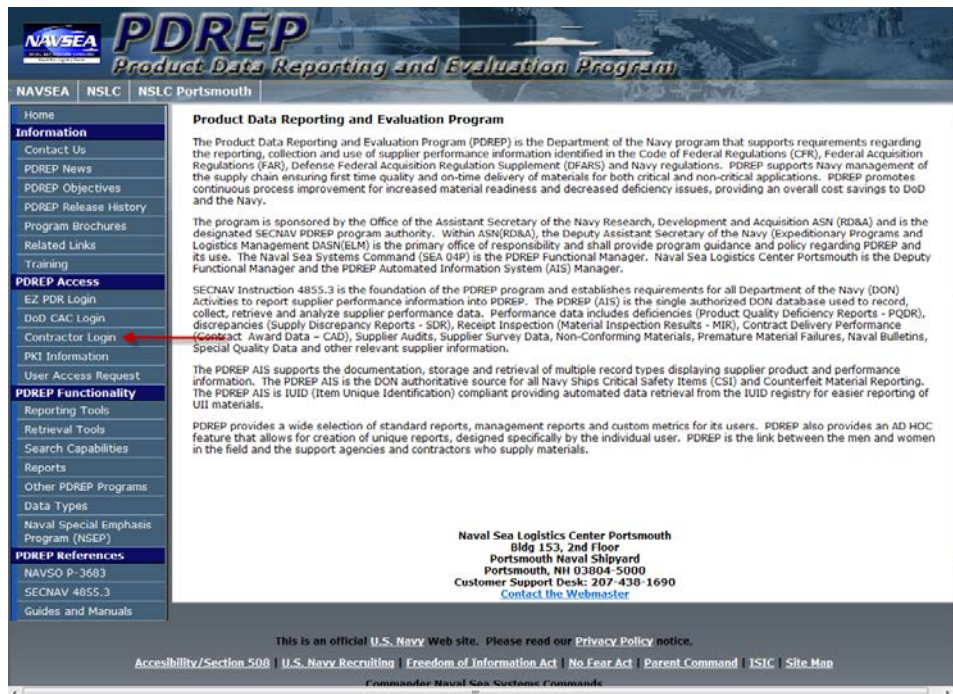


Figure 2.1

2.2 LOGGING IN

- a. In the left hand column, under PDREP ACCESS, click the [Contractor Logon](#) link (Figure 2.1).
- b. The Windows Security dialog box will prompt for verification of the certificate from your DoD-issued CAC or other PKI credentials (Figure 2.2). If more than one certificate is shown, most users should choose the non e-mail certificate.

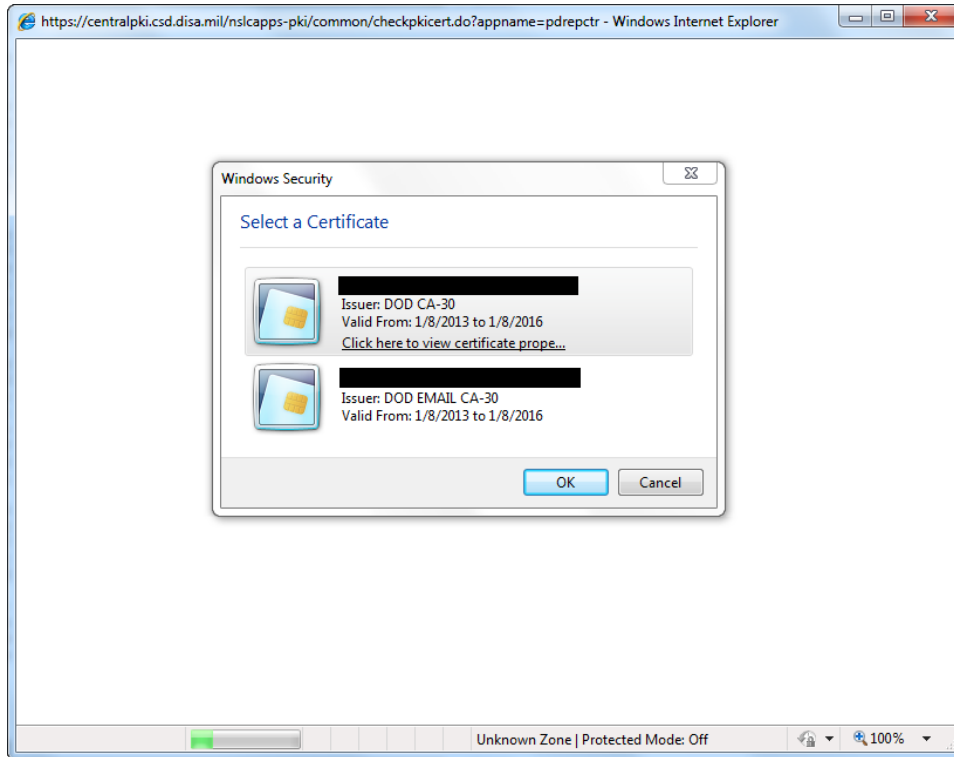


Figure 2.2

- c. Click the OK button and the Warning and Consent Banner will display (Figure 2.3).

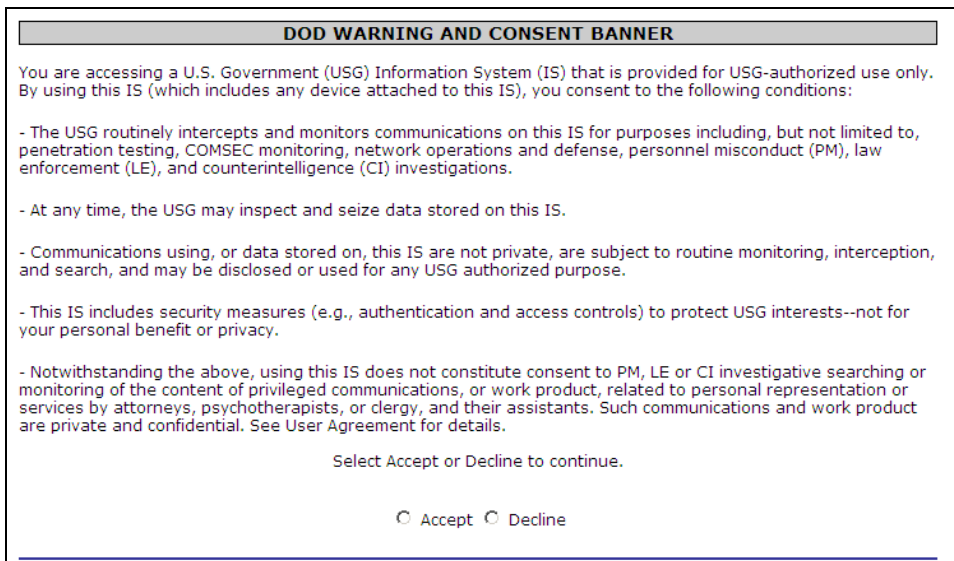
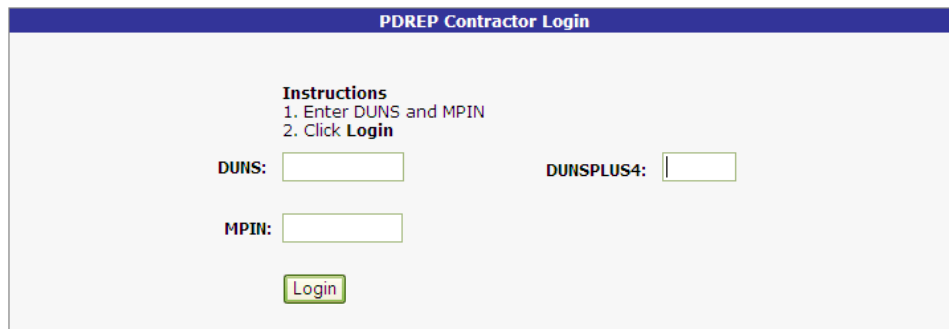


Figure 2.3

- d. Click the Accept button or access will be denied.

NOTE: If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP help desk.

- e. The PDREP Contractor Login webpage displays (2.4):



PDREP Contractor Login

Instructions
1. Enter DUNS and MPIN
2. Click **Login**

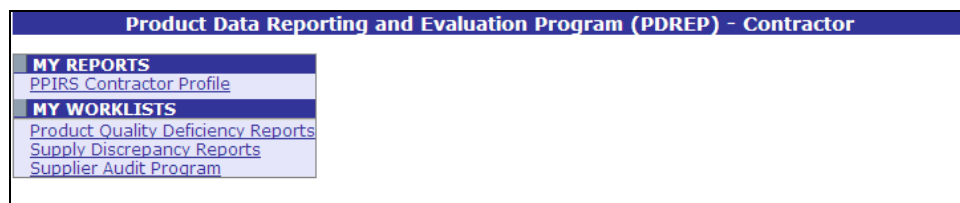
DUNS: **DUNSPLUS4:**

MPIN:

Login

Figure 2.4

- f. Enter your nine-digit Data Universal Numbering System (DUNS) number including your DUNSPLUS4 if available.
- g. Enter your Marketing Partner Identification Number (MPIN) as provided by System for Award Management (SAM).
- h. Click the “Login” button. For additional information and support for DUNS and MPIN issues please refer to www.sam.gov.
- i. The Product Data Reporting and Evaluation Program (PDREP) – Contractor Menu webpage displays (Figure 2.5).



Product Data Reporting and Evaluation Program (PDREP) - Contractor

MY REPORTS
[PPIRS Contractor Profile](#)

MY WORKLISTS
[Product Quality Deficiency Reports](#)
[Supply Discrepancy Reports](#)
[Supplier Audit Program](#)

Figure 2.5

- j. The following functions are available to the contractor:
1. PPIRS Contractor Profile: This is a search tool that allows the contractor to run a report that summarizes their past performance information contained in the PDREP-AIS.
 2. Product Quality Deficiency Reports: This allows the contractor to function as an originator or support point in order to report or provide additional information concerning product quality deficiencies.

3. Supply Discrepancy Reports: This allows the contractor to function as an originator or action point in order to investigate and resolve supply discrepancies such as issues with packaging and shipping.
4. Supplier Audit Program: This allows the contractor to review previously recorded supplier audits conducted by the Defense Contract Management Agency (DCMA) or other auditing authorities.

3 PPIRS CONTRACTOR PROFILE

- a. Click on the link for [PPIRS Contractor Profile](#) on the Contractor Menu and the webpage shown below will display:

Contractor Profile

Instructions
(M) denotes a mandatory field
 1. Select or enter the **End Date (MM/DD/YYYY)** (default today)
 2. Enter the **CAGE Code**
 3. Select the **Number of the year(s)** (default 3 years)
 4. Enter other optional qualifier(s) as desired
 5. Click **Run Report**
Based on the Report Parameters, this report may take several minutes to execute.

(M) End Date: 09/10/2012 [calendar icon] [help icon]

(M) CAGE: [redacted]

(M) For: 1 Year
 2 Year
 3 Year
 Narratives

Run Report

Figure 3.1

- b. Click run report button and a display similar to the one below will appear containing records from the PQDR-AIS and your companies PPIRS ratings.
- c. Check the 'Narratives' box to include additional narratives on the resulting Contractor Profile Report.
- d. Change the end date and radial selector to change the date range of the report. The default is today's date and going back three years.

Contractor Profile Report

Print Cancel

PRODUCT DATA REPORTING AND EVALUATION PROGRAM
 CONTRACTOR PROFILE
 RUN 10-SEP-12

FOR PERIOD: 10-SEP-09 TO 10-SEP-12

NAME: [redacted] CAGE CODE: [redacted]
 ADDRESS: [redacted] ENTITY: [redacted]
 DUNS: [redacted]
 SYSCOM: [redacted]
 CAO'S NAME: [redacted] DODAAC: [redacted]
 GENERIC FSC: [redacted] FSC CODE: [redacted]

 PRODUCT QUALITY DEFICIENCY REPORTS (PQDR) SF-368

REPORTING ACTIVITY SUMMARY

ACTIVITY NAME	TIME FRAME	ACT CAT 1	ACT CAT 2	INFO	NUC	OPEN	NON-RESP	TOTAL
NAVSEALOGCENDET PORT	6 MOS	0	0	0	0	0	0	0
	1 YR	0	0	0	0	0	0	0
	2 YRS	0	3	0	0	2	0	3
	3 YRS	0	3	0	0	2	0	3

Figure 3.2

4 SUPPLY DESCREPANCY REPORTS

- a. Click on the link for [Supply Discrepancy Reports](#) on the Contractor Menu and the webpage shown below will display:

Report No.	Req No.	Initiator	Prep Date	Orig Release Date	Originator	Action Point	Action Point Due Date	Action Point Response Date	Last Modification Date	Last Tracer	Overdue
0CPARS120001	N0010472138425		09/06/2012				11/05/2012	09/06/2012	09/06/2012		
0CPARS120002	N0010472138392		09/06/2012	09/06/2012			11/05/2012		09/06/2012		

Figure 4.1

- b. To create a brand new SDR, click the Create New button and the SDR Originator Page will display. Please refer to the SDR User Guide for detailed instructions on filling out the originators web page.
- c. The CAGE Code automatically loads with your CAGE code.
- d. Select the type of worklist to view from the ‘Show Worklist for’ drop down selections:
- Reporting - Records where your CAGE or DoDAAC was used to report the SDR.
 - Originator - Records where your CAGE or DoDAAC was used to create the SDR.
 - Action - Records where your CAGE or DoDAAC is assigned as the Action Point.
- e. Select a Status for the searched records you’re interested in form the Status drop down selections provided:
- All Open SDRs – Lists all open SDRs.
 - Originator Unreleased - Lists all draft SDRs.
 - Originator Review - Lists all SDRs that were replied to by another action point and are ready for your review and possible closure.
 - Reply to Originator – Lists SDRs that you have not yet provided a reply to the originator.
 - Replied - Lists SDRs that you’ve reply to as an action point.

- f. Active – Lists open SDRs that you’ve replied to, or may need to reply to..
- f. Once the criteria are set above, click Search to locate existing records and the worklist will display below the Search Button.
- g. To review specific SDR click the link under the Report No. heading, and you be navigated to the SDR. To update data or complete the action point investigation, click the Action Point link under the CHOOSE LEVEL heading. See Figure 4.2. Please refer to the SDR User Guide for detailed instructions on filling out the action point web page.
- h. To update or complete submission of a draft (unreleased) SDR, click the Originator link under the CHOOSE LEVEL heading. See Figure 4.2. Please refer to the SDR User Guide for detailed instructions on filling out the originators web page.

CHOOSE LEVEL		SDR Front View						
Originator Action Point		SUPPLY DISCREPANCY REPORT (SDR)		1. DATE OF PREPARATION 09/06/2012	2. REPORT NUMBER OCPARS- 12- 0001			
QUICK VIEWS View SF-364 (Front) View SF-364 (Front) - HTML View SF-364 (Back) View SF-364 (Back) - HTML SDR History		SHIPPING		3. TO (Name and address, include ZIP Code)		4. FROM (Name and address, include ZIP Code)		
ATTACHMENTS View/Upload Files(1)		5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.) N0010472138427XXX		
EXHIBIT TRACKING Exhibit Tracking		7a. SHIPPER'S NUMBER (Purchase Order/Shipments, Contract, etc.) UNKNOWN-		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) N0010472138425		
		9. SHIPMENT, BILLING, AND RECEIPT DATA			10. DISCREPANCY DATA			
		(a) NSN/PART NUMBER AND NOMENCLATURE	(b) UNIT OF ISSUE	(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(e) QUANTITY	(f) UNIT PRICE	(g) TOTAL COST
		ORDERED 98-4710-012344737 TUBE,METALLIC	FT	2	0	2	473.000	946.000
		RECEIVED		0	0	0		
		(10d) DISCREPANCY CODES M1 - MATERIAL IMPROPERLY ADDRESSED AND SHIPPED TO WRONG ACTIVITY						
		11. ACTION CODES 2L - REQUEST BILLING STATUS						
		12. REMARKS Test.						
		13. FUNDING AND ACCOUNTING DATA						
		14a. NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL			14b. SIGNATURE			
		15. DISTRIBUTION ADDRESSES FOR COPIES						
		STANDARD FORM 364						

Figure 4.2

- i. For details on the use of links on the SDR in Figure 4.2, Please refer to the SDR User Guide for detailed instructions on filling out the originators web page.

5 PRODUCT QUALITY DEFICIENCY REPORTS

- a. Click on the link for “[Product Quality Deficiency Reports](#)” on the Contractor Menu and the webpage shown below will display:

PQDR Worklist

Instructions
1. Select 'Show Worklist for'
2. Enter CAGE Code ('ALL' for all CAGE Code records.)
3. Select 'Status'
4. Click 'Search' to view the worklist.

Show Worklist for:

CAGE Code: (For ALL related CAGE CODE enter "ALL")

Status:

Figure 5.1

- b. Show Worklist for: This will default to “Contractor”. The Contractor worklist will return PQDRs where the CAGE code for the contractor currently logged in appears in block 7b of the SF-368. If the subject contractor has subsidiary CAGE codes defined in SAM then entering ALL in the “CAGE Code” field will return records for the contractor and all defined subsidiaries. Select “Originator” for PQDRs where the Originator in block 1a of the SF-368 is the contractor or a defined subsidiary as discussed above. These would be PQDRs submitted by the contractor for items of Government Furnished Material that were found deficient.
- c. CAGE Code: This will default to the CAGE code associated with the DUNS number used at login. Changing this to ALL will return subsidiary information as discussed above.
- d. Status: This will default to “Action Required”. This selection when used at the Contractor level will return PQDRs for which investigation results have not yet been finalized by the government investigator at the Action or Support Point level. “Action Required” at the Originator level will return PQDRs that have been initiated by the contractor but not yet released to a government Screening Point for review, validation and investigation. Other available statuses include:
5. ALL: Returns all PQDRs assigned to or originated by the designated contractor for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
 6. OPEN: Returns all PQDRs assigned to or originated by the designated contractor for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point.

7. **CLOSED:** Returns all PQDRs previously assigned to or originated by the designated contractor for investigation but where the PQDR has been closed by the Screening Point.
- e. Click the “Search” button to display or refresh the worklist.

6 CONTRACTOR PQDR WORKLIST

- a. A sample of the output for the worklist at the Contractor level appears below:

Home • Feedback User: 99999999999999 • Logout

PQDR Worklist

Instructions
 1. Select 'Show Worklist for'
 2. Enter CAGE Code (ALL for all CAGE Code records.)
 3. Select 'Status'
 4. Click 'Search' to view the worklist.

Show Worklist for:

CAGE Code: (For ALL related CAGE CODE enter "ALL")

Status:

Worklist Download: Click [here](#) to download data in Microsoft Excel format

RCN	CAGE	Contract Number/ Requisition Number	NSN	Status	Input 1227	Return PQDR to Govt Investigator	Send Message to	POC	Attachments
N00104-05-5117		N0010405FFB00 /	7H 4820 000420860 L1	INTERIM REPLY	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-06-5046		N0010404FFQ35 /	1H 4820 013014467 L1	EXHIBIT RECEIVED	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-07-5057		N0010407FFC80 /	1H 4820 012118967 L1	EXHIBIT RECEIVED	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-07-5060		N0010408FFJ92 /	3H 4020 012292923 L1	INTERIM REPLY	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-07-5070		N0010406FFJ41 /	1H 3120 011667126 L1	DEFECT UNDER INVESTIGATION	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-07-5071		N0010405FFM19 /	1H 4820 014963767 L1	INTERIM REPLY	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-07-5072		N0010406FFH63 /	1H 5310 012450862 L1	INTERIM REPLY	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-07-5073		N0010406CFA61 /	3H 4820 012189990 L1	INTERIM REPLY	Input 1227	Send	Support Point	View POC	Add/View Attachments
N00104-07-8911		N0010405G70015115 /	1H 4730 011302055 X2	INTERIM REPLY	Input 1227	Send	Support Point	View POC	Add/View Attachments
N45112-08-9998		/	9999	ACTIVE	Input 1227	Send	Support Point	View POC	Add/View Attachments

PDREP NAVSEA/LOGCENDET PORTSMOUTH, NH. Version : 5.0.00086, Build Date : 09/02/2009
 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 6.1

- b. RCN: The Report Control Number (RCN) for any PQDR that meets the worklist criteria will appear here. Clicking on the RCN will open a separate window where the SF-368 will display.
- c. CAGE: The CAGE code recorded in block 7b of the SF-368 will appear here.
- d. Contract Number/Requisition Number: Any contract or requisition numbers recorded in block 10 of the SF-368 will appear here.
- e. NSN: The National Stock Number of the deficient item will appear here.
- f. Status: The current status of the investigation will appear here.
- g. Input 1227: This column will appear only on the “Action Required” view of the worklist. If the PQDR is available to the contractor for action then the contractor can enter information into the fields on the 1227 Investigation Report form where contractor responses are documented. The fields available to the contractor are:
8. Blocks 12a-c, documenting the root cause and party responsible for the deficiency
 9. Blocks 13a-b, documenting corrective and preventive action taken by the contractor
 10. Block 15, evaluating the impact of the deficiency on current production

11. Block 16, documenting the contractor's position with regard to repair or replacement and disposition of the deficient item or exhibit.

NOTE: These are PROPOSED investigation results which can be entered by the contractor but are subject to review and editing by the government investigator before the investigation can be considered closed. Detailed instructions that address the contents of each block on the 1227 form may be found on the PDREP web site at <http://www.nsleptsmh.csd.disa.mil/>.

h. Click the "Input 1227" link and the page shown below will display:

Home • Feedback User : 11111111 • Logout

Contractor - Input 1227 Data

Instructions
1. All narratives are 2000 characters long
2. To save the record, click **Save**
3. To cancel the process, click **Cancel**
(Note: Cloning will overwrite current 1227 data and all defect codes, except recovery value, with cloned 1227 data and cloned defect codes)

Reporting Activity: N45112
Report Control Number: 060602
Deficiency Discovered Date: 01/28/2004
Originator Description of Deficiency: TESTED UNITS FAILED PRESSURE TEST AT 450PSI. [ADDED BY ORIGINATOR ONLY\N45112 MON APR 10 11:16:44 EDT 2006] DESCRIPTION OF DEFICIENCY CANNOT BE EDITED AFTER PQDR RELEASE TO SCREENING, BUT ADDITIONAL INFORMATION CAN BE ADDED HERE. [ADDED BY P DFUL\N45112 THU MAY 25 08:34:09 EDT 2006] THIS IS A TEST FOR DESCRIPTION OF DEFICIENCY:

12. Cause of Deficiency
a. Validation of Reported Deficiency:

b. Cause of Deficiency:

c. Responsibility for Deficiency:

13. Corrective Action Taken (Contractor)
a. Corrective Action Taken or Planned:

b. Preventative Action Taken or Planned:

15. Evaluation:

Figure 6.2

i. Click the Cancel button to exit the form or Save to save any changes. The application will redirect back to the Worklist.

j. Additional actions available from the Worklist page include:

12. Return PQDR to Government Investigator: This column will appear only on the “Action Required” view of the worklist. Click the “Send” link in this column to inform the government investigator that you have completed your input to the investigation results. This will open the Contractor – Send Message form. Add a message and click Send to complete the notification or click the Cancel button to return to the Worklist.
13. Send Message to: This link will allow you to generate an e-mail message (e.g. a status update or request for information) within the PDREP system that will be sent directly to the government investigator. The title of the link will indicate whether the investigator is an Action Point or a Support Point. If a PQDR was not forwarded for investigation then it may appear on the OPEN, CLOSED or ALL versions of the worklist with no link in this column.
14. POC: Click the “View POC” link in this column to view a list of the government points of contact for the PQDR in question. This will include the Originator who reported the deficiency, the Screening Point who reviewed the PQDR and forwarded it for investigation, the Action Point responsible for the investigation and any Support Point (DCMA or overhaul facility) participating in support of the Action Point investigation. Click Cancel to return to the Worklist.
15. Add/View Attachments: Documents and images may be uploaded to PDREP to support the PQDR investigation. This link allows the contractor to view currently uploaded attachments and to add new ones. Click this link to see any files that have been attached to the PQDR to date. To attach new files, click the “View/Upload Files” link and then click “Add Attachments” and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes.

6.1 CONTRACTOR PQDR ORIGINATOR WORKLIST

- a. A sample of the worklist output at the Originator level appears below:

The screenshot shows the 'PQDR Worklist' interface. At the top, there are navigation links for 'Home' and 'Feedback', and a user identification 'User : 9999999999999999 • Logout'. Below this is a blue header bar with the text 'PQDR Worklist'. The main content area contains 'Instructions' (1. Select 'Show Worklist for', 2. Enter CAGE Code ('ALL' for all CAGE Code records.), 3. Select 'Status', 4. Click 'Search' to view the worklist.), a 'Show Worklist for:' dropdown menu set to 'Originator', a 'CAGE Code:' input field with 'XXXX' and a note '(For ALL related CAGE CODE enter "ALL")', a 'Status:' dropdown menu set to 'Action Required', and 'Search' and 'Create New' buttons. Below the search area is a link: 'Worklist Download: Click [here](#) to download data in Microsoft Excel format'. A table follows with columns: RCN, Complete, CAGE, Contract Number/ Requisition Number, NSN, Status, Send Message to, POC, and Attachments. The table contains two rows of data. At the bottom, there is a footer with version and contact information: 'PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00086, Build Date : 09/02/2009 Phone : (207) 438-1690 Email Technical Support'.

RCN	Complete	CAGE	Contract Number/ Requisition Number	NSN	Status	Send Message to	POC	Attachments
071905-09-0010	Complete PQDR		15561518884944 / EZ17468336M610	4520	ACTIVE		View POC	Add/View Attachments
071905-09-9515	Complete PQDR		/	4520	ACTIVE		View POC	Add/View Attachments

Figure 6.3

- b. The columns and actions available here differ only slightly from the Contractor worklist. The “Action Required” version of the Originator worklist will include only PQDRs not yet forwarded to a government Screening Point for review and investigation. Two things distinguish this version of the work list:
16. Complete: This column appears only on the Originator’s “Action Required” worklist. Click the “Complete PQDR” link in this column and the page containing Originator blocks 1 through 23 will display so that the Originator can update or complete the entry of the PQDR and forward it to a Screening Point. See the discussion of creating new PQDRs later in this document for detailed information on this function.
 17. Send Message to: This column will always be blank on the Originator’s “Action Required” worklist as no investigators can be assigned prior to the forwarding of the PQDR to the Screening Point.

7 CREATING NEW PQDRS

NOTE: It is extremely important to provide as much information as is available about any deficiency report. Mandatory fields in PDREP are marked with (M) and some additional fields may be required depending upon entries into other fields, but most fields are not mandatory. Without the information in those fields however, it may be impossible to conduct a thorough investigation. The end result may be recurrence of preventable defects, lack of credit or replacement for deficient items and potential failures of critical materiel after installation.

The Contractor can create a new PQDR for an item of Government Furnished Material (GFM).

- a. In the Worklist, click the “Create New” button.
- b. The Create New PQDR page (Figure 5.1) displays. (Note, only a portion of the Create New PQDR form is illustrated below).

The screenshot shows a web form titled "Create New PQDR". At the top, there are three buttons: "Save", "Save and Forward", and "Cancel". Below the buttons are several mandatory fields marked with "(M)":

- Select Service:** A dropdown menu with "<SELECT>" selected.
- Last Used RCN by CPARS for Activity OCPARS:** "None found".
- Category:** Radio buttons for "CAT I" and "CAT II", with "CAT II" selected.
- Repairable Item:** A dropdown menu with "<SELECT>" selected.
- Status:** A dropdown menu with "A-ACTIVE" selected.
- SYSCOM:** A dropdown menu with "NON-GOVERNMENT" selected.

Below these fields are sections for activity and contact information:

- 1a. Activity Name:** "CPARS TEST ONLY".
- Address:** "City,State,Zip: null, null null".
- 1b. Name, Telephone No., Email Address:** Three empty text input fields.
- 3. Report Control No.:** A table with columns "Activity", "Year", and "S/N". The "Activity" column contains "OCPARS", "Year" contains "11", and "S/N" is empty.
- 4. Date Deficiency Discovered:** A date input field containing "03/24/2011" and a calendar icon. A note below says "(The system will assume today's date if none is provided)".

Figure 7.1

- c. Fields in the Create New PQDR form are described below.
 1. **Select Service:** This specifies which service will screen and investigate the PQDR. The system defaults to DLA but if the deficient item was acquired under a contract for another service then select that service here. The DoDAAC associated with the

service identifies the Screening Point (or for DLA, the Action Point) to whom the PQDR will be forwarded upon completion.

2. Category: This defaults to CAT II. The PQDR should only be identified as CAT I if the failure of the deficient item could cause serious damage or harm to equipment or personnel, if CAT I is selected then a Category I Justification will be required in block 22f.
3. Repairable Item: If the service selected is Navy then the originator must select Yes, No or Unknown. Non-Navy activities do not require this information. If the item is identified as Repairable then a serial number will be required in block 9.
4. Status: Defaults to A-ACTIVE. This would generally not be changed by the originator unless the PQDR is for Information Only, in which case the status should be set to AI, or unless the PQDR was entered as the result of Defective Material Summary or AIG stock screening request, in which case the status should be set to A9.
5. SYSCOM: This will default to NON-GOVERNMENT as the originating activity is a contractor in this instance and cannot be changed.
6. Block 1a. Activity Name: The activity name and address will be set to that of the originating contractor. The originating activity will be the DoDAAC for the contractor, which is comprised of the contractor's CAGE code with a leading zero.
7. Block 1b. Name, Telephone No. and Email Address: Enter the name and contact information for the originating party.
8. Block 3. Report Control No.: The RCN consists of the 6 character Activity (DoDAAC), the 2 Digit (Year), a four digit Serial Number. The page displays the last RCN created by you for your current activity and by your activity as a group just above the Category field.
 - A. The Activity (DoDAAC) and 2 Digit Year default to the Activity of the Contractor, and the current year but can be edited.
 - B. Enter four digits for Serial No. in the space provided. Alphabetic characters are not accepted in the Serial Number.
9. Block 4. Date Deficiency Discovered: Defaults to the current date but can be edited.

5.				Lookup FSC	
COG	(M)FSC	NIIN	SMIC	Auto Fill NSN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
5a. Procurement Group Code (PGC)			5b. Critical Safety Item		
<input type="text"/> (DLA only)			N		
(M) 6.	Nomenclature				
<input type="text"/>					
7b. MFRS/Vendors CAGE Code					
<input type="text"/>					
<input type="checkbox"/> Vendors' CAGE Code (Please check if CAGE Code belongs to Vendor)					
<input type="checkbox"/> Repair Facility's CAGE Code (Please check if CAGE Code belongs to Repair Facility)					
MFRS Name					
<input type="text"/>					
7c. Shipper's DODAAC/CAGE Code					
<input type="text"/>					
8. MFRS Part No. (Required for Army)					
<input type="text"/>					
8a. DoD Unique Item Identifier					
<input checked="" type="radio"/> Manual Entry <input type="radio"/> Scan Barcodes					
<input type="text"/>					Add UII
9. Serial/Lot/Batch No.			9a. Serial/Lot/Batch Type		
<input type="text"/>			<SELECT>		

Figure 7.2

10. Block 5. NSN (COG/FSC/NIIN/SMIC): Auto-filled from the NIIN but can also be changed. At a minimum an FSC must be supplied in order to process a PQDR.
11. Block 5a. Procurement Group Code: This is a DLA field that auto-fills from the NIIN if the deficient material is clothing item and can be edited.
12. Block 5b. Critical Safety Item: Auto-fills from the NIIN and may not be edited.
13. Block 6. Nomenclature: Auto-fills along with NSN based on the NIIN but can be changed.

Note: If a NIIN is supplied then the rest of blocks 5 and 6 plus blocks 17 and 17a may be automatically completed by clicking “Auto Fill NSN”.

14. Block 7b. Manufacturer’s CAGE Code: Enter if known or click Lookup. This should be the CAGE of the manufacturer, vendor or repair facility that was most recently responsible for the deficient item. If the CAGE refers to a Vendor or Repair Facility then check the appropriate checkbox under block 7b.
15. Block 7c. Shipper’s DoDAAC/CAGE Code: Enter if known or click Lookup CAGE or Lookup DoDAAC.

16. Block 8. Manufacturer's Part Number: Enter if known.
17. Block 8a. Unique Identification Code (UID): If the deficient item has a government-issued Unique Identification Code (UID) or Unique Item Identifier (UII), enter it here.
18. Block 9. Serial/Lot/Batch/No.: If a number was supplied with the material then enter it here. If the deficient item has been identified as Repairable then a serial number is required and the Type in block 9a must be S- Serial Number.
19. Block 9a. Serial/Lot/Batch Type: Choose whether the number (if any) supplied in block 9 is a Batch, Lot, Serial or Heat number.

(M) 10a. Contract No. (No dashes) Contract Line Item No.
 Check if Contract No. is not provided or is unknown

10b. Purchase Order No.

(M) 10c. Requisition No. Note: Requisition is required to speed up credit or replacement to the Originator.
 Check if Requisition No. is not provided or is unknown

10d. GBL No.
 Credit Card Buy Indicator

(M) 11. Item (New, Overhauled, Repaired)

12a. Rcvd/MFRD/Repaired/Overhauled 12b. Date Rcvd/MFRD/Repaired/Overhauled

13. Operating Time at Failure (Specify hours, days, cycles, etc.)

(M) 14. Government Furnished Material

Figure 7.3

20. Block 10a. Contract No. and Contract Line Item No.: Enter if known or check the box to indicate not provided/unknown.
21. Block 10b. Purchase Order Number: Enter if known.
22. Block 10c. Requisition Number: Enter if known or check the box to indicate not provided/unknown.
23. Block 10d. GBL No.: Enter the Government Bill of Lading (GBL) number from shipping paperwork if provided. Naval shipyards only should enter the Job Order number and the designator for the operation (KEOP) if the material is designated for use in a specific job order.
24. Check the Credit Card Buy Indicator if the material was acquired through a local credit card purchase.

25. Block 11. Item (New, Overhauled or Repaired): Select whether the deficient item is OEM, New, Overhauled or Repaired or choose Unknown.
26. Block 12a. Rcvd/MFRD/Repaired/Overhauled: Select whether the date in Block 12b applies to when the item was Received, Manufactured, Repaired or Overhauled.
27. Block 12b. Date Rcvd/MFRD/Repaired/Overhauled: Enter if known.
28. Block 13. Operating Time at Failure: If the deficient item was already installed or used, specify in the appropriate units (e.g. hours, cycles, etc.).
29. Block 14. Government Furnished Material: PQDRS can only be submitted by contractors for GFM, therefore “YES” is the only selection available.

15. Quantity			
(M) a.	b.	(M) c.	d.
Received	Inspected	Deficient	In Stock
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16a.(1) End Item Type/Model/Series			
<input type="text"/>			
End Item NSN			
COG	FSC	NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Auto Fill NSN"/>			
16a.(2) End Item Serial No.			
<input type="text"/>			
16b.(1)Next Higher Assembly NSN			
COG	FSC	NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Auto Fill NSN"/>			
(2) Nomenclature		(3) Part No.	(4) Serial No.
<input type="text"/>		<input type="text"/>	<input type="text"/>
17. Unit Cost	17a. Unit of Issue		
<input type="text"/>	<SELECT> <input type="button" value="v"/>		
18. Estimated Repair Cost			
<input type="text"/>			
19a.Item Under Warranty		19b. Expiration Date	
<SELECT> <input type="button" value="v"/>		<input type="text"/> <input type="button" value="calendar"/> <input type="button" value="help"/>	

Figure 7.4

30. Block 15. Quantity a) Received, b) Inspected, c) Deficient d) In Stock: Enter the quantities received, inspected, deficient and remaining in stock (e.g. the number of the same item currently in inventory from the same manufacturer or supplier, if known).
31. Block 16a. End Item: Enter as much information as is known about the end item or program where the deficient item would be installed or used (e.g. SSN 706, USS Albuquerque). If an end item NIIN is supplied then clicking “Auto Fill NSN” will complete the end item NSN if the complete NSN exists in PDREP.

- 32. Block 16b. Next Higher Assembly: If the item is used in another assembly before being used in the end item, enter information about the Next Higher Assembly. If a next higher assembly NIIN is supplied then clicking “Auto Fill NSN” will complete the NSN if the complete NSN exists in PDREP.
- 33. Block 17. Unit Cost: May be filled automatically from the NIIN if one was provided in block 5. Enter or edit the correct Unit Cost if known.
- 34. Block 17a. Unit of Issue: Select the unit (e.g. EA-Each, LO-Lot, etc.) in which the item is issued. This will also be automatically filled if a valid NIIN was provided in block 5.
- 35. Block 18. Estimated Repair Cost: Enter if known.
- 36. Block 19a. Under Warranty: Select whether the item is Under Warranty.
- 37. Block 19b. Warranty Expiration Date: This date is required if the deficient item is under warranty.

20. Work Unit Code/EIC (USMC TAM)

21. Action/Disposition
H-HOLDING

(M) 22a. Description Of Deficiency (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition and recommendation)

(M) 22b. Defect Attribute Codes
(You can select more than one attribute. Depress the Ctrl Key and Select each attribute required. Then select the Add Defect code key)

DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? YES NO

3AI - AUTOMATIC TEST EQUIPMENT
1AQ - BONDING
1AP - BRAZING
3AJ - CALIBRATION

Add Defect Code

Figure 7.5

- 38. Block 20. AF-WUC/NAVY-EIC/USMC-TAMCN: Enter the Air Force Work Unit Code (WUC), Navy Equipment Identification Code (EIC) or USMC Table of Authorized Materiel Control Number (TAMCN) for the Work Unit or equipment where the deficient item would be used.
- 39. Block 21. Action/Disposition: Current location or status of item.
- 40. Block 22a. Description of Deficiency: Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings and design specifications. You may refer to NAVSO P-3683 as a guide.

41. Block 22b. Defect Attribute Code: Select each applicable Defect Attribute Code from the drop-down list and click Add Defect Code to List. To select multiple codes hold down the control <Ctrl> key while selecting. Click Delete next to any incorrect code to remove from the list. If you suspect materiel to be counterfeit, click the YES box and it will automatically insert as a Defect Code.

The screenshot shows a form with the following fields:

- 22d. Where Deficiency Discovered: A dropdown menu with "<SELECT>" selected.
- 22e. Supporting Documentation Note: Maximum of 2000 characters: A large text area.
- 22f. Category 1 Justification Note: Maximum of 2000 characters: A large text area.
- 22g. Government Owned Mat'l: A dropdown menu with "Y - Yes" selected.
- (M) 22h. Material Level Code: A dropdown menu with "NOT APPLICABLE" selected.
- 22j. Originator's Recommendation: A dropdown menu with "<SELECT>" selected.
- Material Return Address: A text area.

Figure 7.6

42. Block 22d: Where Deficiency Discovered: Select the appropriate code.
43. Block 22e: Supporting Documentation: List or copy/paste supporting documents such as drawings, specifications, etc.
44. Block 22f. Category I Justification: If the PQDR was classified as Category I then give a detailed justification.
45. Block 22g. Government Owned Material: Select Yes, No or Unknown.
46. Block 22h. Material Level Code: Select the Material Level Code (Navy only).
47. Block 22j. Originator's Recommendation: Select the recommendation that best describes your expectations and recommendation for the handling of this PQDR. This can greatly expedite processing by the Screening Point.

NOTE: If material return or replacement is requested then please supply a detailed Material Return Address after selecting your recommendation.

The screenshot shows a web form with the following elements:

- 23a. Location of Deficient Material:** A text input field containing the value "CPARS".
- 23b. Store as Hazardous Material:** A checkbox that is currently unchecked.
- 23c. Location of Exhibit Narrative:** A text area with a vertical scrollbar. The text above the area reads: "Location of Exhibit Narrative (Provide details as to where the material is currently stored. All material should be held for up to 90 days) Note: Maximum of 200 characters".
- 23d. Last Repair Facility:** A text input field that is currently empty.
- Buttons:** Three buttons are located at the bottom right: "Save", "Save and Forward", and "Cancel".

Figure 7.7

- 48. Block 23a. Location of Deficient Material: This will default to the CAGE for the contractor entering the PQDR.
- 49. Block 23b Store as Hazardous Material: Check if material is stored as hazardous.
- 50. Block 23c. Location of Exhibit Narrative: Enter a narrative to assist in locating the material for investigation or disposition.
- 51. Block 23d. Last Repair Facility: Enter DoDACC of last repair facility if known.

8 SAVING THE PQDR AND/OR EXITING THE WEB PAGE

At both the top and bottom of the data entry page you will find three buttons labeled “Save”, “Save and Forward” and “Cancel”.

- a. **Save:** Click to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing then an error message will display at the top of the page specifying what information is missing.
- b. **Save and Forward:** Click here to save all changes to the current page and to forward the PQDR to the default Screening Point for the service selected at the beginning of the page. Note: If the PQDR is forwarded to DLA then it will be promoted directly to the Action Point level for investigation. A confirmation page will display if the save is successful.
- c. **Cancel:** Click here to exit the current page without saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded.

9 SUPPLIER AUDIT PROGRAM

- a. Click on the link for [Supply Audit Program](#) on the Contractor Menu and the webpage shown below will display :
- b. Your company CAGE is automatically filled in, click the ‘Search’ button and your companies supplier audits will be displayed below the button.

Supplier Audit Program

Instructions
1. Enter CAGE Code ('ALL' for all CAGE Code records).
2. Click 'Search' to view worklist

CAGE Code: [REDACTED]

(For ALL related CAGE CODE enter "ALL")

Status	CAGE Code	Audit Id	Auditor Date	Corrective Action Complete
	[REDACTED]	S4306A-2012001	05/14/2012	

Figure 9.1

- c. Click the link below the ‘Audit Id’ column of the results and you’ll be direct to a read only display of the audit. See Figure 9.2.

Print Cancel

Supplier Audit Program - View

Date: 09/10/2012

Audit I.D. No.: S4306A - 2012 001

Supplier Name:
Address Audited:

Date Audited:
Audited By:
Phone:

DCMA Participated?
DCMA Rep.:
Phone:
Applicable Contract:

Last Updated:
CAGE Code:

Fax:

DCMA Audit?
E-Mail:

Supplier Personnel Contacted:

Name	Title	Phone	Fax
	CEO		

Process(es) Audited this Date	Result	Sub-Contractor CAGE
06 - MATERIAL CONTROL (INCLUDING LEVEL 1/SUBSAFE)	SATISFACTORY	
07 - DOCUMENT AND DATA CONTROL	SATISFACTORY	
15 - CONTROL OF OQE & MATERIAL TRACEABILITY	SATISFACTORY	

Inspection System Indicator:
Calibration System Indicator:
Supplier Product/Capability Overview:
Auditor Overall Assessment:
Audit Results:
Auditor's Date:
Applicable Corrective Action Report Number(s):
Response Due Date:
Follow-up Required?
Deficiency(ies) Requiring Corrective Action:
Corrective Action Complete?
Alert-Indicate Systemic Problem:

Figure 9.2

10 SUMMARY

This concludes the instructions for contractor access to the PDREP-AIS. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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