



Search Tools

User Guide
21 MAY 2022

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FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Supply Discrepancy Report (SDR) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this documents is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Survey, Special Quality Data (SQD), and Test Records modules.

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

Getting Access

- **First Time Users**

First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

Contact us

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users within PDREP-AIS by hovering over the 'Help' link on the PDREP-AIS main menu or selecting the web master email link located at the bottom of every PDREP-AIS webpage.

Additional contact information is below if you do not have an active PDREP-AIS account:

NSLC Portsmouth Help Desk

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

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

E-Mail: WEBPTSMH@navy.mil

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

Additional Resources available on the NSLC Portsmouth Homepage

In order to aid PDREP-AIS users, reference these additional resources as needed:

[FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

[Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

[Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides, and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

1 MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP home page will display (see **Figure 1.1**). You may not see all of the options listed depending on your level of access. Accessing the different modules in this user guide is the same as described in this section. If the module link does not appear on the PDREP Main Menu, the user should complete an Access Change Request (see User Access User Guide). Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile.

UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION

PDREP
Product Data Reporting and Evaluation Program

Welcome, USER (BETA) GUIDE Last Logon: APR 18, 2022 12:09 PM
[Home](#) • [Help](#) [User Profile](#) • [Logout](#)

APPLICATIONS	DB Stat
ADMIN Links ▶	Available Connections: 5
Batch Upload ▶	Borrowed Connections: 0
SPPI Bulletins (SB) ▶	Total Connections: 5
Contract Award and Delivery Data (CAD) ▶	Connections Created: 5
Controlled Industrial Material (CIM) Search ▶	Connections Closed: 0
Customer Service Request (CSR) ▶	Abandoned Connections: 0
Engineering Referral System (ERS) ▶	Pending Requests: 0
Material Inspection Record (MIR) ▶	Remaining Pool Capacity: 95
Product Quality Deficiency Report (PQDR) ▶	Peak Connections: 1
QUALI/Letter of Delegation (LOD) ▶	Peak Connection Wait Time (msec): 133
Receipt Inspection Management System (RIMS) ▶	Average Borrowed Connections: 1
Special Quality Data (SQD) ▶	Average Connection Wait Time (msec): 0
Supplier Audit Program (SAP) ▶	Cumulative Connections Borrowed: 7670
Supply Action Module (SAM) ▶	
Supply Discrepancy Report (SDR) ▶	
Surveillance Plan (SP) ▶	
Survey (Pre/Post Award) ▶	
Test Records ▶	
SEARCHES	
CAGE ▶	
DODAAC ▶	
External Links ▶	
FSC ▶	
GIDEP ▶	
NSN ▶	
PDREP Search	
Qualified Product List ▶	
Requisition ▶	
Routing Identifier Code ▶	
UII Search	
User Search ▶	
REPORTS	
Contractor Profile	
Material Profile	

Figure 1.1

1.1 Finding the Fly Outs

Hovering your mouse pointer over any PDREP search tool located on the lower left portion of the screen, and a list of sub links for that search tool will appear (see **Figure 1.2**).



Figure 1.2

1.2 Accessing the Search Tools

To access any of the search tools, either select 'XXXX Search' from the main menu sub link, or click the 'XXXX Search' tab from within the search tool page (see **Figure 1.3** & **Figure 1.4**).



Figure 1.3

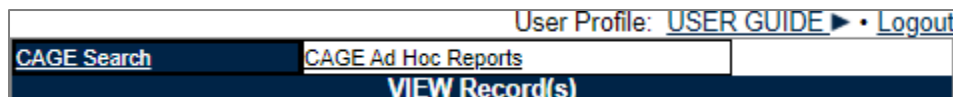


Figure 1.4

NOTE: The search tool shown in this example is the CAGE Search; all the search tools in this User Guide are accessed in the same manner unless otherwise noted.

2 CAGE

Contract and Government Entity (CAGE) search tool allows the user to find Vendor and Manufacturer codes utilized within PDREP applications. The CAGE codes receive a validation check against the PDREP database.

2.1 CAGE Search

Using the CAGE Search tool

- A. After selecting 'CAGE Search', the VIEW Record(s) screen will appear (see **Figure 2.1**).

CAGE Search	CAGE Ad Hoc Reports	
VIEW Record(s)		
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record		
PDREP - CAGE CODE		
(M) CAGE Code:	<input type="text"/>	<input type="button" value="CAGE Lookup"/>
	<input type="button" value="View Record"/>	

Figure 2.1

- B. Enter the CAGE code in the 'Cage Code:' field (see **Figure 2.2**).

CAGE Search	CAGE Ad Hoc Reports	
VIEW Record(s)		
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record		
PDREP - CAGE CODE		
(M) CAGE Code:	<input type="text" value="CPARS"/>	<input type="button" value="CAGE Lookup"/>
	<input type="button" value="View Record"/>	

Figure 2.2

- C. Click on the 'View Record' button and the PDREP - CAGE CODE report appears (see **Figure 2.3**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: USER GUIDE ▶ • Logout
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - CAGE CODE	
Date: 09/18/2019	
CAGE:	CPARS
REPLACED BY:	
COMPANY:	TEST CAGE TEST <, >, &
PO BOX:	
ADDRESS:	TEST CAGE TEST <, >, & TEST CAGE TEST <, >, & TEST CAGE TEST <, >, &.
PHONE NUMBER:	
CAO:	
CODES:	
STATUS:	
SMALL BUSINESS:	
INDICATORS:	
MANUFACTURER:	
GOVERNMENT IND:	Y

Figure 2.3

- D. The 'Print' button allows the user to print the report.
- E. The 'Back' button will return the user to the CAGE Search Screen.
- F. The 'CAGE Lookup' functionality is described in **Section 11**.

2.2 CAGE Ad Hoc Reports

Refer to **Section 11** for guidance on the use of CAGE Ad Hoc Reports.

3 DODAAC

Department of Defense Activity Address Code (DODAAC) search allows the user to search for information based upon a DODAAC, including organization names and addresses.

3.1 DODAAC Search

Using the DODAAC search tool

- A. After selecting 'DODAAC Search', the VIEW Record(s) Screen will appear (see **Figure 3.1**).

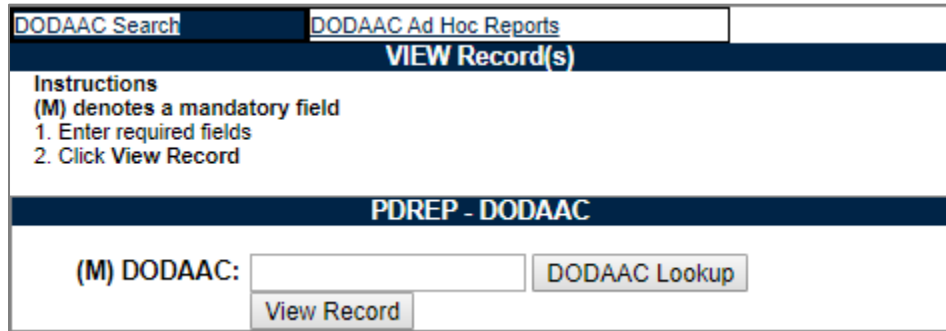


Figure 3.1

- B. Enter the DoDAAC in the 'DODAAC:' field (see **Figure 3.2**).

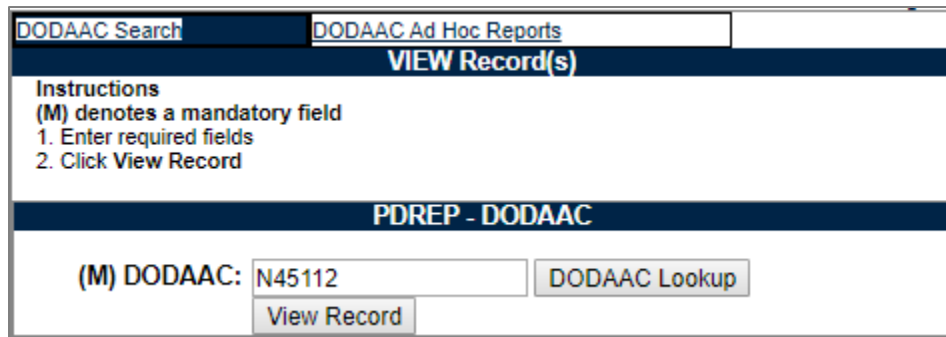


Figure 3.2

- C. Click on the 'View Record' button and the PDREP - DODAAC report appears (see **Figure 3.3**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • [Help](#) ▶ User Profile: [USER GUIDE](#) ▶ • [Logout](#)

PDREP - DODAAC
Date: 09/18/2019

DODAAC: N45112
 SYSCOM Code: 1-NAVSEA
 Major Command Code: -
 DCAS Region: -
 Activity Type: 23-SUPPLY/LOGISTICS MANAGEMENT CENTERS
 CAO Ind: NO
 TYCOM Code: C1-NAVSEA

TAC1 Activity: NAVSEALOGCENDET PORTSMOUTH NH
 NAVSEADET NAVAL MATERIAL QUALITY

TAC1 P.O. Box:
 TAC1 Address: 80 DANIEL STREET SUITE 400
 PORTSMOUTH, NH 03801-3884

TAC2 Activity: NAVSEALOGCEN DET PORTSMOUTH

TAC2 P.O. Box:
 TAC2 Address: 80 DANIEL STREET SUITE 400
 PORTSMOUTH, NH 03801-3884

TAC3 Activity: DEFENSE FINANCE AND ACCOUNTING SERV
 CLEVELAND-CHARLESTON

TAC3 P.O. Box: 998022
 TAC3 Address:
 CLEVELAND, OH 44199-8022

Figure 3.3

- D. The 'Print' button allows the user to print the report.
- E. The 'Back' button will return the user to the DODDAC search screen.
- F. The 'DODAAC Lookup' button functionality is described in **Section 11**.

3.2 DODAAC Ad Hoc Reports

Refer to **Section 11** for guidance on the use of DODAAC ad hoc reports.

4 FSC

Federal Supply Class (FSC) search tool allows the user to locate FSC descriptions and other information.

4.1 FSC Search

Using the FSC search tool

- A. After selecting 'FSC Search', the VIEW Record(s) screen will appear (see **Figure 4.1**).

The screenshot shows a web application interface. At the top, there are two tabs: 'FSC Search' (selected) and 'FSC Ad Hoc Reports'. Below the tabs is a dark blue header with the text 'VIEW Record(s)'. Underneath the header, there is a section titled 'Instructions' which states '(M) denotes a mandatory field' and lists two steps: '1. Enter required fields' and '2. Click View Record'. Below the instructions is another dark blue header with the text 'PDREP - FSC'. At the bottom of the form, there is a label '(M) FSC:' followed by an empty text input field. To the right of the input field is a button labeled 'FSC Lookup'. Below the input field is a button labeled 'View Record'.

Figure 4.1

- B. Enter the FSC code in the 'FSC:' field (see **Figure 4.2**).

The screenshot shows the same web application interface as Figure 4.1. The 'FSC Search' tab is selected. The 'VIEW Record(s)' header is present. The 'Instructions' section is the same. The 'PDREP - FSC' section is present. In the form, the '(M) FSC:' label is followed by a text input field containing the value '4820'. To the right of the input field is a button labeled 'FSC Lookup'. Below the input field is a button labeled 'View Record'.

Figure 4.2

- C. Click on the 'View Record' button and the PDREP - FSC report appears (see **Figure 4.3**).

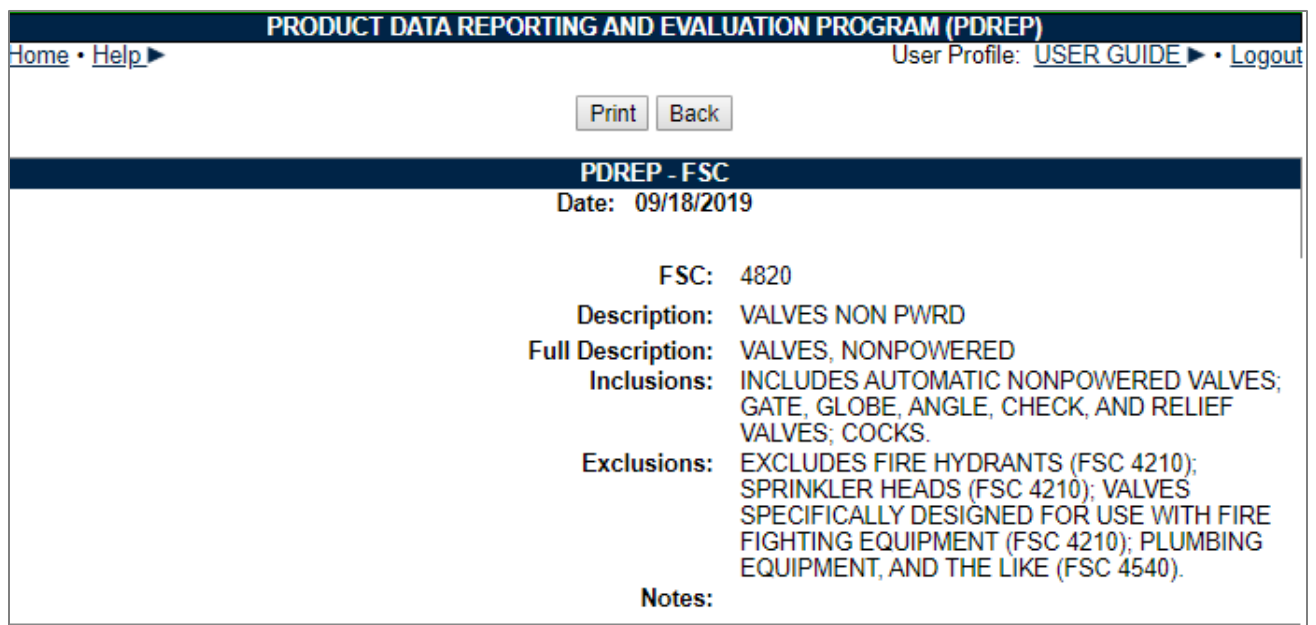


Figure 4.3

- D. The 'Print' button allows the user to print the report.
- E. The 'Back' button will return the user to the FSC Search Screen.
- F. The 'FSC Lookup' button functionality is described in **Section 11**.

4.2 FSC Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the FSC ad hoc reporting tool.

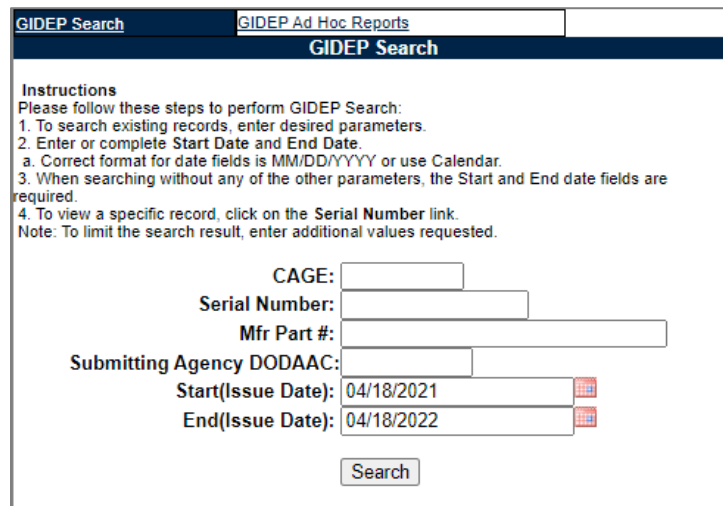
5 GIDEP

Government - Industry Data Exchange Program (GIDEP) search tool searches for records by DODAAC, serial number, or type. The records are a modified version of the original record GIDEP application that are uploaded to PDREP. The full record may be found at the GIDEP website located at the web address: <http://www.gidep.org/>.

5.1 GIDEP Search

Using the GIDEP search tool

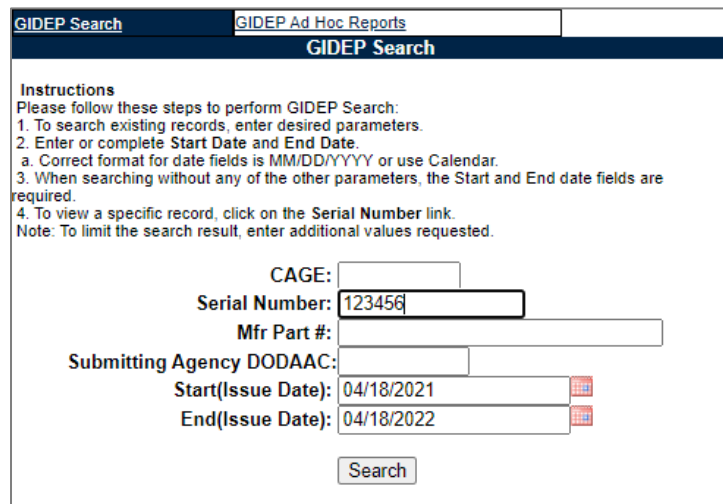
- A. After selecting 'GIDEP Search', the GIDEP search screen will appear (see **Figure 5.1**).



The screenshot shows the GIDEP Search interface. At the top, there are two tabs: "GIDEP Search" (selected) and "GIDEP Ad Hoc Reports". Below the tabs is a header "GIDEP Search". The main content area contains "Instructions" and a list of steps: 1. To search existing records, enter desired parameters. 2. Enter or complete Start Date and End Date. 3. When searching without any of the other parameters, the Start and End date fields are required. 4. To view a specific record, click on the Serial Number link. A note states: "Note: To limit the search result, enter additional values requested." Below the instructions are several input fields: "CAGE:" (empty), "Serial Number:" (empty), "Mfr Part #:" (empty), "Submitting Agency DODAAC:" (empty), "Start(Issue Date):" (04/18/2021), and "End(Issue Date):" (04/18/2022). There are small calendar icons next to the date fields. At the bottom is a "Search" button.

Figure 5.1

- B. Enter the criteria for the search in the appropriate field and set a date range (See **Figure 5.2**).



This screenshot is identical to Figure 5.1, but with search criteria entered. The "Serial Number:" field now contains the value "123456". The "Start(Issue Date):" field contains "04/18/2021" and the "End(Issue Date):" field contains "04/18/2022". All other fields and the "Search" button remain the same.

Figure 5.2

C. Click on the 'Search' button and the results of the query will appear below (see **Figure 5.3**).

GIDEP Search

Instructions
 Please follow these steps to perform GIDEP Search:
 1. To search existing records, enter desired parameters.
 2. Enter or complete Start Date and End Date.
 a. Correct format for date fields is MM/DD/YYYY or use Calendar.
 3. When searching without any of the other parameters, the Start and End date fields are required.
 4. To view a specific record, click on the Serial Number link.
 Note: To limit the search result, enter additional values requested.

CAGE:

Serial Number:

Mfr Part #:

Submitting Agency DODAAC:

Start(Issue Date):

End(Issue Date):

Total number of rows: 3
 GIDEP Search List Download: Click here to download data in Microsoft Excel format

CAGE Code	Serial Number	Mfr Part #	Added Date	Title
71905	123456777		04/28/2009	
71905	1234567888		04/28/2009	
71905	12345699		04/28/2009	

Figure 5.3

D. The data may be downloaded in spreadsheet format by using the 'GIDEP Search List Download: Click [here](#) to download data in Microsoft Excel format' link (see **Figure 5.3**).

NOTE: *Partial searches are supported in the serial number field, but results exceeding 10,000 records will require further refinement of search parameters.*

E. Clicking the serial number hyperlink (see **Figure 5.3**) will display the PDREP - GIDEP ALERTS report (see **Figure 5.4**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • [Help](#) ► [Maintenance Message](#) User Profile: [ASHLEY \(BETA\) HUSSEY](#) ► • [Logout](#)

PDREP - GIDEP ALERTS

Date: 05/28/2020

Serial Number: 1234567777 Added Date: 04/28/2009
Issue Date: 04/28/2009 Added Activity:
Completion Date: Update Date: 12/18/2014
Alert Class: F FAILURE EXPERIENCE DATA Update Activity:

Title:	Submitting Agency DODAAC:
Narrative: TEST	

NSN	CAGE Code	MFR Part #	Commodity
4820-004772210			VALVES NON PWRD

Figure 5.4

- F. The 'Print' button allows the user to print the report.
- G. The 'Back' button will return the user to the GIDEP Search Screen.

5.2 GIDEP Ad Hoc Reports

Refer to **Section 11** for guidance on the use of GIDEP Ad Hoc Reports.

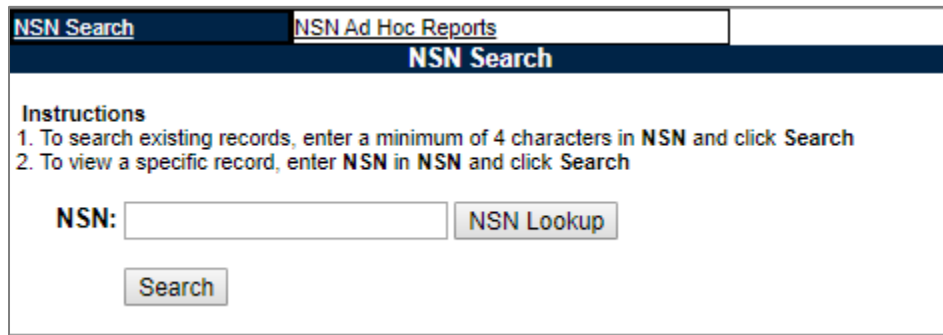
6 NSN

National Stock Number (NSN) search tool is used to locate NSN descriptions and other basic data.

6.1 NSN Search

Using NSN Search

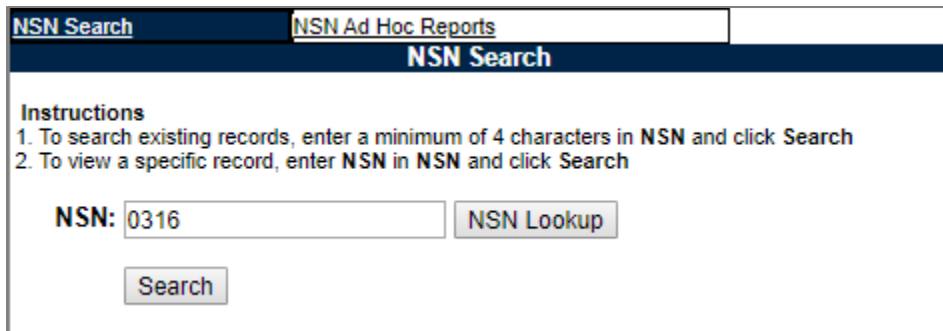
- A. After selecting 'NSN Search', the NSN search screen will appear (see **Figure 6.1**).



The screenshot shows a web interface with a dark blue header containing the text "NSN Search" and "NSN Ad Hoc Reports". Below the header, the main content area has a dark blue bar with "NSN Search" in white. Underneath, there are instructions: "Instructions" followed by two numbered steps: "1. To search existing records, enter a minimum of 4 characters in NSN and click Search" and "2. To view a specific record, enter NSN in NSN and click Search". Below the instructions, there is a label "NSN:" followed by an empty text input field, a "NSN Lookup" button, and a "Search" button.

Figure 6.1

- B. Enter the NSN in the 'NSN' field, a minimum of four characters is required (See **Figure 6.2**).



This screenshot is identical to Figure 6.1, but the text input field next to the "NSN:" label now contains the value "0316". The "NSN Lookup" and "Search" buttons remain visible below the field.

Figure 6.2

- C. Click on the 'Search' button to display the search results (see **Figure 6.3**).

NSN Search		NSN Ad Hoc Reports	
NSN Search			
Instructions			
1. To search existing records, enter a minimum of 4 characters in NSN and click Search			
2. To view a specific record, enter NSN in NSN and click Search			
NSN: <input type="text" value="0316"/>		<input type="button" value="NSN Lookup"/>	
<input type="button" value="Search"/>			
Total number of rows: 7054			
NSN	COG	SMIC	Material Description
1005 003162411	1H		PIN,FIRING
1005 006900316			DEPRESSOR,CARTRIDGE
1005 012280316	9B		GUIDE,CARTRIDGE,SMALL ARM
1005 016340316			CLEANING KIT,GUN
1005 251603167			CRADLE,MACHINE GUN
1005 R51603167			GUNS THRU 30M
1010 003403169			GUIDE,AMMUNITION CH
1010 011660316			FITTING,HOIST POINT

Figure 6.3

D. Clicking on the NSN hyperlink will display the PDREP-NSN report (see **Figure 6.4**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help	User Profile: USER GUIDE • Logout
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - NSN	
NSN NIIN:	003162411
NSN FSC:	1005
Material Description:	PIN,FIRING
Unit Price:	0.88
Navy COG:	1H-Naval Inventory Control Point - Mechanicsburg (NAVICP-M)
Navy SMIC:	-
Integrated Material Manager:	N35
Navy / Marine Material Management Code:	-
Army Material Category Code:	
FIG - Criticality Code:	-
Ship CSI Indicator:	
Government Source Inspection:	
Controlled Industrial Material:	NO
Product Design Activity:	-

Figure 6.4

E. The 'Print' button allows the user to print the report.

F. The 'Back' button will return the user to the NSN Search Screen.

G. The 'NSN Lookup' button functionality is described in **Section 11**.

6.2 NSN Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the NSN ad hoc reporting tool.

7 PDREP

Product Deficiency Reporting and Evaluation Program (PDREP) search tool searches and tabulates all available record types for PDREP, DLA, QEP, EBS, or ALL of the preceding within the specified date range.

After successfully logging into the PDREP home page, select the 'PDREP Search' link on the left panel below 'SEARCHES' (see **Figure 7.1**).



Figure 7.1

7.1 PDREP Search

Using PDREP Search

- A. After selecting 'PDREP Search', the PDREP Search Screen will appear (see **Figure 7.2**).

PDREP Search

Instructions
Please follow these steps to perform PDREP Search

1. Enter or complete **Start Date** and **End Date**
 - a. Correct format for date fields is MM/DD/YYYY or use Calendar
2. Select the data element for **Search By**
3. Enter the value in **Search For**
4. Select the Application you wish to perform the search on
To limit the search result, enter all the values requested

Note: DLA Weapon System Data (EBS) can be searched by NIIN or NSN

Date Range

(M) **Start Date:**

(M) **End Date:**

(M) **Search By:**

(M) **Search For:**

Output PDREP DLA-QNR

- APL
- BULLETINS
- CONTRACT AWARD AND DELIVERY DATA
- CORRECTIVE ACTION REQUEST
- ETOOLS CAR
- GIDEP ALERTS
- LIMS
- MATERIAL INSPECTION RECORDS
- PRODUCT QUALITY DEFICIENCY REPORTS
- QUALIFIED PRODUCT LIST
- REQUISITION
- SPECIAL QUALITY DATA
- SUPPLIER AUDIT PROGRAM
- SUPPLY DISCREPANCY REPORT
- SURVEYS
- TEST REPORTS
- WARRANTY TRACKING

Figure 7.2

- B.** Select a date range, the date range will default to a year from the current date (see **Figure 7.2**).
- C.** From the 'Search By' drop down box select a type of record to search (see **Figure 7.3**).

Date Range
 (M) Start Date: 05/28/2019
 (M) End Date: 05/28/2020
 (M) Search By: CAGE CODE
 (M) Search For: CONTRACT NUMBER
 DODAAC
 FSC
 NIIN
 NSN
 STATE (NCIS Report)

Code Lookup

Output

BULLETINS
 CONTRACT AWARD AND DELIVERY DATA
 CORRECTIVE ACTION REQUEST
 ETOOLS CAR
 GIDEP ALERTS
 LIMS
 MATERIAL INSPECTION RECORDS
 PRODUCT QUALITY DEFICIENCY REPORTS
 QUALIFIED PRODUCT LIST
 REQUISITION
 SPECIAL QUALITY DATA
 SUPPLIER AUDIT PROGRAM
 SUPPLY DISCREPANCY REPORT
 SURVEYS
 TEST REPORTS
 WARRANTY TRACKING

ALL

Search

Figure 7.3

D. Enter a value for the search in the 'Search For' field (see Figure 7.4).

Date Range
 (M) Start Date: 05/28/2019
 (M) End Date: 05/28/2020
 (M) Search By: CAGE CODE
 (M) Search For: Code Lookup

Output PDREP DLA-QNR

Figure 7.4

E. Select the desired output by selecting the radio button for PDREP or DLA-QNR (see Figure 7.4).

Date Range
(M) Start Date: 05/28/2019
(M) End Date: 05/28/2020
(M) Search By: CAGE CODE
(M) Search For: CPARS Code Lookup

Output PDREP DLA-QNR

Select ALL Deselect ALL

- APL
- BULLETINS
- CONTRACT AWARD AND DELIVERY DATA
- CORRECTIVE ACTION REQUEST
- ETOOLS CAR
- GIDEP ALERTS
- LIMS
- MATERIAL INSPECTION RECORDS
- PRODUCT QUALITY DEFICIENCY REPORTS
- QUALIFIED PRODUCT LIST
- REQUISITION
- SPECIAL QUALITY DATA
- SUPPLIER AUDIT PROGRAM
- SUPPLY DISCREPANCY REPORT
- SURVEYS
- TEST REPORTS
- WARRANTY TRACKING

Search

Figure 7.5

F. Click on 'Select ALL' or 'Deselect ALL' to add or remove search fields. This allows the search criteria to be narrowed down (see **Figure 7.5**).

Date Range

(M) Start Date: 06/02/2019

(M) End Date: 06/02/2020

(M) Search By: CAGE CODE

(M) Search For: CPARS

Output PDREP DLA-QNR

APL

BULLETINS

CONTRACT AWARD AND DELIVERY DATA

CORRECTIVE ACTION REQUEST

ETOOLS CAR

GIDEP ALERTS

LIMS

MATERIAL INSPECTION RECORDS

PRODUCT QUALITY DEFICIENCY REPORTS

QUALIFIED PRODUCT LIST

REQUISITION

SPECIAL QUALITY DATA

SUPPLIER AUDIT PROGRAM

SUPPLY DISCREPANCY REPORT

SURVEYS

TEST REPORTS

WARRANTY TRACKING

Figure 7.6

G. Click on individual boxes to search for required fields (See **Figure7.6**).

H. Click on the 'Search' button and the results of the search will appear. **Figure 7.7**, **Figure 7.8** & **Figure 7.9** show the number of records in PDREP and DLA-QNR respectively for the values entered in the search criteria.

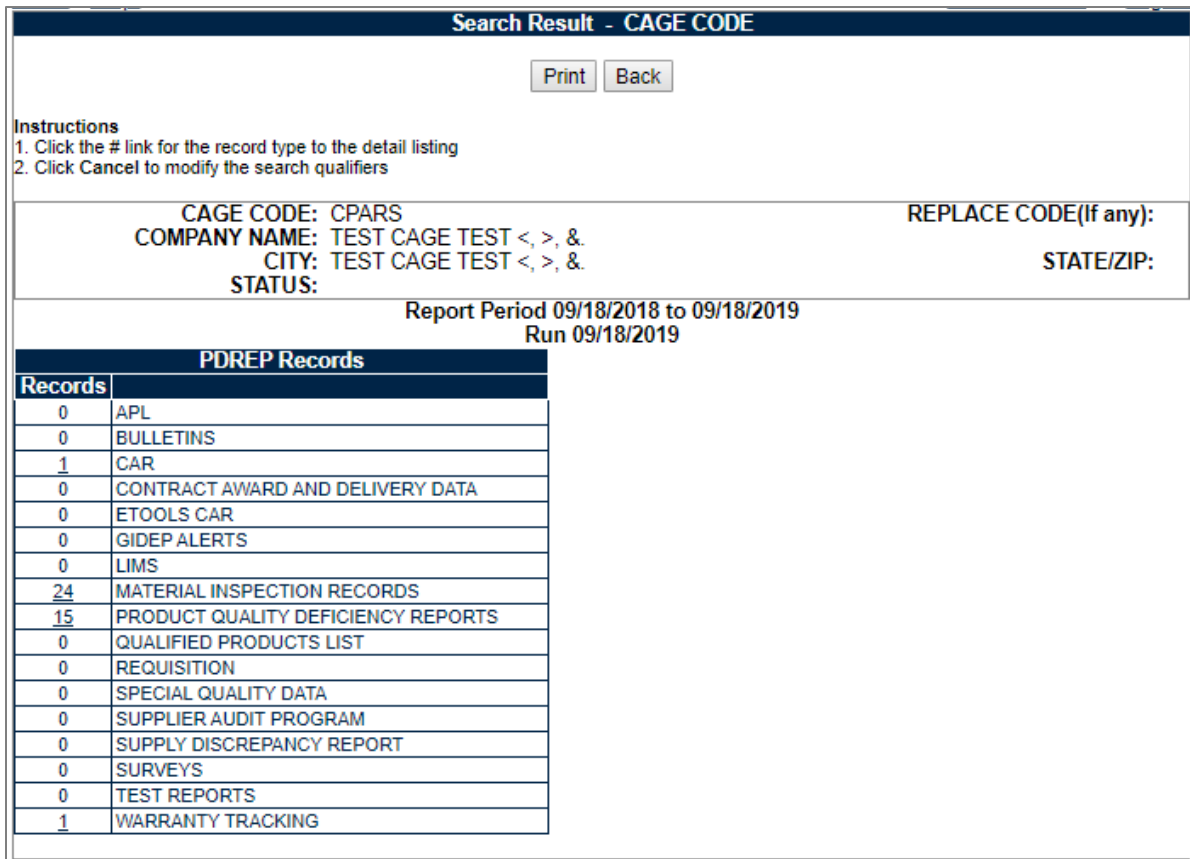


Figure 7.7

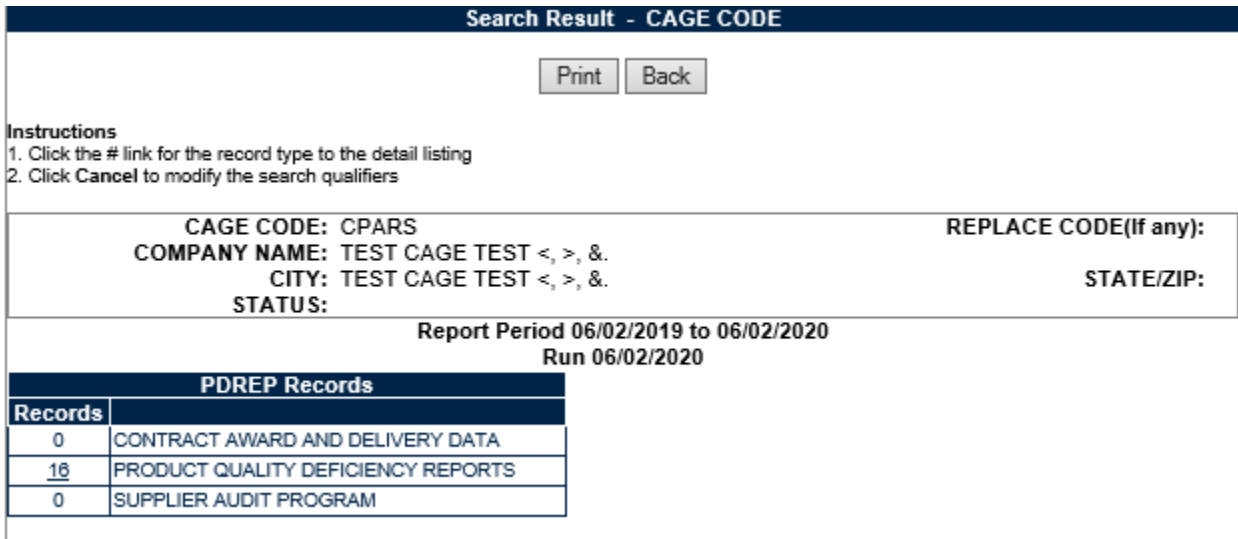


Figure 7.8

Search Result - CAGE CODE	
<input type="button" value="Print"/> <input type="button" value="Back"/>	
Instructions 1. Click the # link for the record type to the detail listing 2. Click Cancel to modify the search qualifiers	
CAGE CODE: CPARS COMPANY NAME: TEST CAGE TEST <, >, & CITY: TEST CAGE TEST <, >, & STATUS:	REPLACE CODE(If any): STATE/ZIP:
Report Period 09/18/2018 to 09/18/2019 Run 09/18/2019	
DLA QNR Records	
Records	
0	DLA QUALITY NOTIFICATION DATA (EBS)
0	DLA TECHNICAL DATA CODE (EBS)
0	DLA TERMINATION CODE (EBS)
0	DLA WEAPON SYSTEM DATA CODE (EBS)

Figure 7.9

- I. Clicking the number hyperlink in the search results and the Search Detail screen will appear (see **Figure 7.10**).

Search Detail				
<input type="button" value="Print"/> <input type="button" value="Back"/>				
Instructions 1. Click the link to view the record details 2. Click Cancel to select other record type				
Search Detail - CAGE CODE				
CAGE CODE: CPARS		REPLACE CODE(If any):		
COMPANY NAME: TEST CAGE TEST <, >, &				
CITY: TEST CAGE TEST <, >, &		STATE/ZIP:		
STATUS:				
Lines Items for MATERIAL INSPECTION RECORDS				
REPORTING ACTIVITY	CAGE CODE	SERIAL NUMBER	LOW SERIAL NUMBER	INSPECTION DATE
	CPARS	19214001		09/06/2019

Figure 7.10

- J. Clicking the hyperlink in the first column shown in **Figure 7.10** will bring the user to a view only version of the record selected (see **Figure 7.11**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER GUIDE](#) ► • [Logout](#)

Material Inspection Record - View

Date: 09/18/2019

<p>Reporting Activity: Serial Number:19214001 Low Serial Number: Material Designator:AAA Certifying Activity Designator: Insp. Completion Date:09/06/2019 Contractor CAGE Code:CPARS NSN:- 4820 -- Product Description:BAR, ANGLE Contract Number: Contract Units Received:16 Inspection Lot Size:2 Dollar Value Received:\$ 1 Prod. Units Defective:10 PQDR RCN: Material Level Code:QA-1, QC-22, LEVEL 1 NON-NUCLEAR Inspecting DCMA:NO Defective Mat'l Report No: Reject Indicator:YES DoD Unique Item Id(s): Remarks:</p>	<p>Material Specification:ASTM A331 Fabrication Specification: Drawing Number:123456 Ship Project Number: Manufacture CAGE Code: Requisition Number:12345678 Job Order Number: Location: Process Instruction Number:RIP 136. Contract Delivery Date: Status Code:J Dollar Value Defective:\$ 1 SDR RCN: Added Date:09/09/2019 Added Activity: Update Date:09/16/2019 Update Activity:</p>
---	---

Insp Attribute	Units Insp	Insp Type	No. of Defects	Defect Class
(1) DOCUMENTATION	1	P	1	MAJOR

Batch/Lot/Heat
1234565

Figure 7.11.

- K. The 'Print' button shown on all screens allows the user to print the report.
- L. The 'Back' button will return the user to the previous screen.
- M. The 'Code Lookup' button (see **Figure 7.2**) may be used for Cage Code, DODAAC, FSC, NIIN or NSN and will bring the user to the lookup page for the code listed in the 'Search By' drop down box (see **Figure 7.12**).

Lookup CAGE

Instructions

1. To search for an existing CAGE Code, enter one of the following:
 - a. CAGE Code (must be A/N or #)
 - b. Contractors Name (must be A/N)
2. Click Search
3. Select a CAGE Code by clicking corresponding Select CAGE Code
4. Click Cancel to return to previous screen

Code FOR: CAGE

Code:

Name:

Figure 7.12

NOTE: For specific instruction for each Look Up page, refer to [Section 11](#).

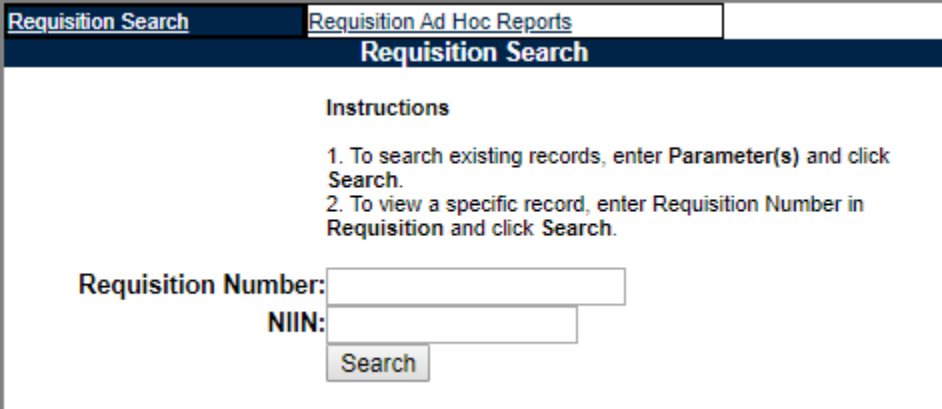
8 REQUISITION

The requisition search tool is used to locate basic Army, navy, and Marine Corp requisition information.

8.1 Requisition Search

Using the Requisition search tool.

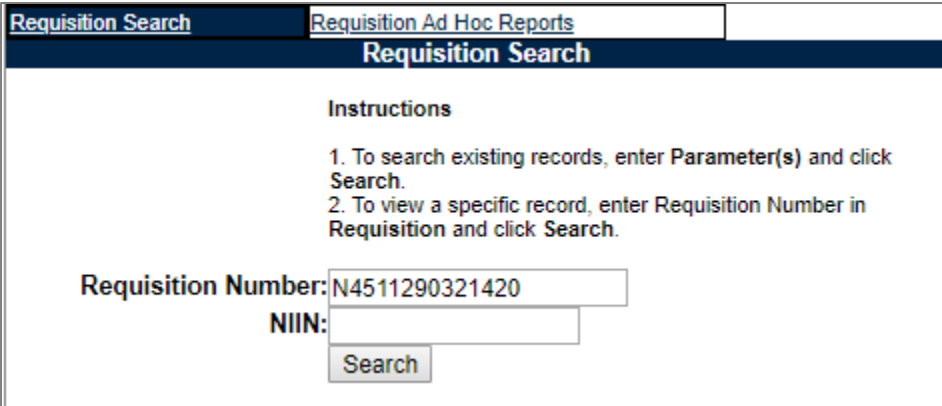
- A. After selecting 'Requisition Search', the Requisition Search Screen will appear (see **Figure 8.1**).



The screenshot shows a web interface with a dark blue header containing two tabs: 'Requisition Search' (selected) and 'Requisition Ad Hoc Reports'. Below the header, the title 'Requisition Search' is centered. Underneath, the word 'Instructions' is followed by two numbered steps: '1. To search existing records, enter Parameter(s) and click Search.' and '2. To view a specific record, enter Requisition Number in Requisition and click Search.' Below the instructions, there are two input fields: 'Requisition Number:' followed by a text box, and 'NIIN:' followed by a text box. A 'Search' button is positioned below the NIIN field.

Figure 8.1

- B. Enter the Requisition number in the 'Requisition:' field (see **Figure 8.2**).



This screenshot is identical to Figure 8.1, but the 'Requisition Number:' text box now contains the alphanumeric string 'N4511290321420'. The 'NIIN:' field and the 'Search' button remain empty.

Figure 8.2

- C. Click on the 'Search' button and the results of the search appears below (see **Figure 8.3**).

Requisition Search	Requisition Ad Hoc Reports	
Requisition Search		
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search.</p> <p>2. To view a specific record, enter Requisition Number in Requisition and click Search.</p>		
Requisition Number:	<input type="text" value="N4511290321420"/>	
NIIN:	<input type="text"/>	
<input type="button" value="Search"/>		
Requisition Number	NSN	Raday Received Date
N4511290321420	7H4820014090802L1	

Figure 8.3

D. Entering the NIIN in the NIIN field (see **Figure 8.4**).

Requisition Search	Requisition Ad Hoc Reports
Requisition Search	
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search.</p> <p>2. To view a specific record, enter Requisition Number in Requisition and click Search.</p>	
Requisition Number:	<input type="text"/>
NIIN:	<input type="text" value="014090802"/>
<input type="button" value="Search"/>	

Figure 8.4

E. Click on the 'Search' button will return a list of all requisitions that contain that specific NIIN. The results of the search appears below (see **Figure 8.5**).

Requisition Search	Requisition Ad Hoc Reports	
Requisition Search		
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search.</p> <p>2. To view a specific record, enter Requisition Number in Requisition and click Search.</p>		
Requisition Number:	<input type="text"/>	
NIIN:	<input type="text" value="014090802"/>	
<input type="button" value="Search"/>		
Requisition Number	NSN	Raday Received Date
N4511290321420	7H4820014090802L1	
N4523A61231515 R	3H4820014090802L1	05/04/2006
N4523A61231516 R	3H4820014090802L1	05/04/2006
N4523A62931520 R	3H4820014090802L1	10/20/2006

Figure 8.5

F. Clicking the hyperlink will bring the user to the PDREP - REQUISITION Report screen (see **Figure 8.6**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help • User Profile: USER GUIDE • Logout

Print Back

PDREP - REQUISITION

Requisition Number: N4511290321420 Suffix:
Raday Received Date:
Status:
Shipper RIC:
Supplier Address:
NSN (COG-FSC-NIIN-SMIC): 7H-4820-014090802-L1
Nomenclature: PARTS KIT,BALL VALV
Quantity Shipped: 0
Unit of Issue: KT
Unit Cost: 0
To RIC:
From RIC:
Ship Date:
Transportation Number:
Inventory Control Point:
Priority Code:
Media Status:
Signal Code:
Funding Code:
Advice Code:
Project Code:

Figure 8.6

G. The 'Print' button allows the user to print the report.

H. The 'Back' button will return the user to the Requisition Search Screen.

NOTE: *Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters.*

8.2 Requisition Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the Requisition ad hoc reporting tool.

9 ROUTING IDENTIFIER CODE

Routing Identifier Code (RIC) search tool is used to locate RICs including organization names and addresses.

9.1 Routing Identifier Code Search

Using the Routing Identifier Code search tool

- A. After selecting 'Routing Identifier Code Search', the Routing Identifier Code Search Screen will appear (see **Figure 9.1**).

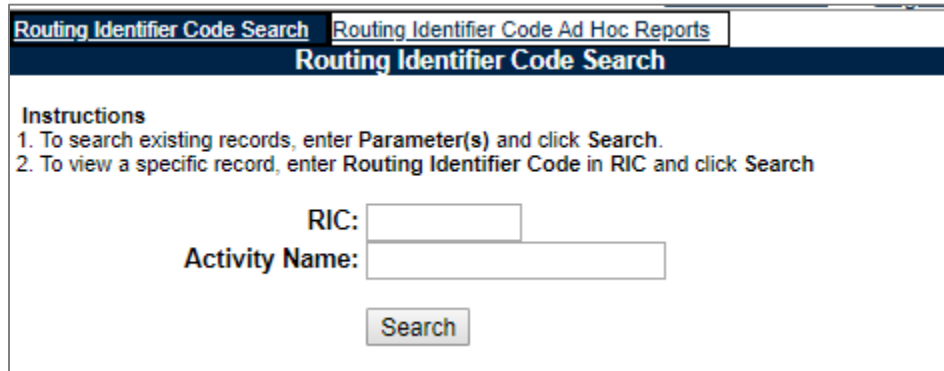


Figure 9.1

- B. Enter the RIC code in the 'RIC:' or the Activity Name in the Activity Name fields (see **Figure 9.2**).

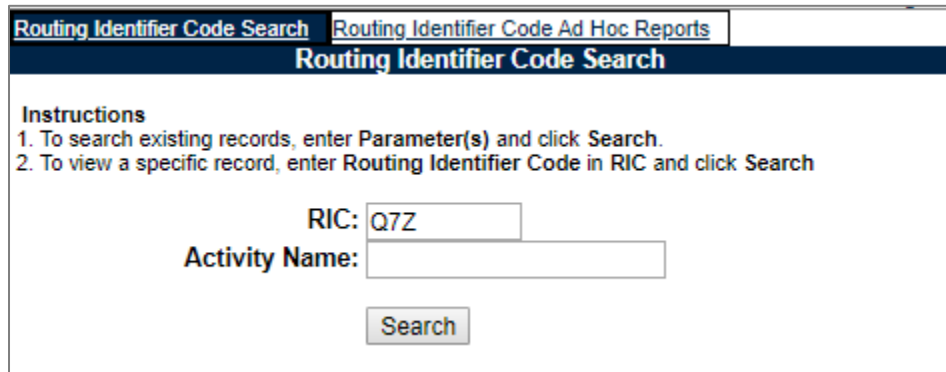


Figure 9.2

- C. Click on the 'Search' button and the results of the search appears below the search function (see **Figure 9.3**).

Routing Identifier Code Search	Routing Identifier Code Ad Hoc Reports	
Routing Identifier Code Search		
Instructions 1. To search existing records, enter Parameter(s) and click Search. 2. To view a specific record, enter Routing Identifier Code in RIC and click Search		
RIC:	<input type="text" value="Q7Z"/>	
Activity Name:	<input type="text"/>	
<input type="button" value="Search"/>		
Total number of rows: 1		
RIC	DODAACC	Activity Name
Q7Z		NAVSEADET NAVAL MATERIAL QUALITY

Figure 9.3

- D. Clicking the hyperlink will bring the user to the PDREP - ROUTING IDENTIFIER CODE Report screen (see **Figure 9.4**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help	User Profile: USER GUIDE • Logout
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - ROUTING IDENTIFIER CODE	
Routing Identifier Code:	Q7Z
DODAACC:	
Activity Name1:	NAVSEADET NAVAL MATERIAL QUALITY
Activity Name2:	ASSESSMENT OFFICE FEDERAL BUILDING
PO Box Number:	
Street Address1:	ROOM 423 80 DANIEL STREET
Street Address2:	
City:	PORTSMOUTH
State:	NH
Zip Code:	03801-3884
Telephone Number:	603 431-9460
DSN Number:	684-1690
Fax Number:	603 421-9464
POC Name:	
Email Address:	

Figure 9.4

- E. The 'Print' button allows the user to print the report.
 F. The 'Back' button will return the user to the Requisition Search Screen.

NOTE: *Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters.*

9.2 Routing Identifier Code Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the Routing Identifier Code ad hoc reporting tool.

10 USER SEARCH

The User Search tool is used to locate basic information regarding active PDREP-AIS user. After successfully logging into the PDREP home page, select the 'User Search' link on the left panel below 'SEARCHES' (see **Figure 10.1**).



Figure 10.1

10.1 User Search

Using the User Search tool

- A. After selecting 'User Search', the User Search Screen will appear (see **Figure 10.2**).

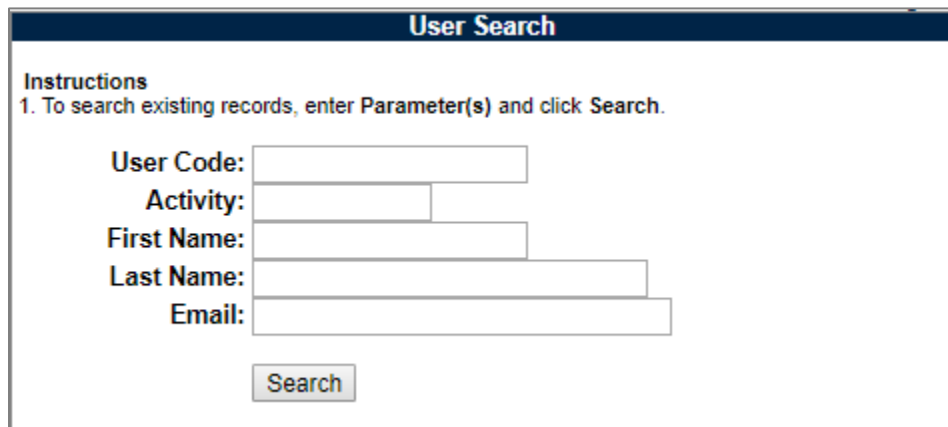
A screenshot of the "User Search" form. It has a title bar "User Search" and an "Instructions" section with the text "1. To search existing records, enter Parameter(s) and click Search." Below the instructions are five input fields: "User Code:", "Activity:", "First Name:", "Last Name:", and "Email:". A "Search" button is located at the bottom of the form.

Figure 10.2

B. Enter the criteria for the search (see **Figure 10.3**).

The screenshot shows a web form titled "User Search". Under the "Instructions" section, it says "1. To search existing records, enter Parameter(s) and click Search." Below this are five input fields: "User Code:" containing "PDREP", "Activity:", "First Name:", "Last Name:", and "Email:". A "Search" button is located at the bottom of the form.

Figure 10.3

C. Click on the 'Search' button and the results of the query appear below (see **Figure 10.4**).

The screenshot shows the same "User Search" form, but now with search results. The "User Code" field contains "PDREP". Below the form, it says "Total number of rows: 1" and "User Search List Download: Click [here](#) to download data in Microsoft Excel format". Below this is a table with the following data:

User Code	First Name	Last Name	Activity	Email	User Status
PDREP	P	D R E P	N45112	pdrep@navy.mil	DEACTIVATED

Figure 10.4

D. The data may be downloaded to MS Excel by using the 'User Search List Download' (see **Figure 10.4**).

NOTE: Partial searches are supported in all fields, but results exceeding 10,000 records will require further refinement of search parameters.

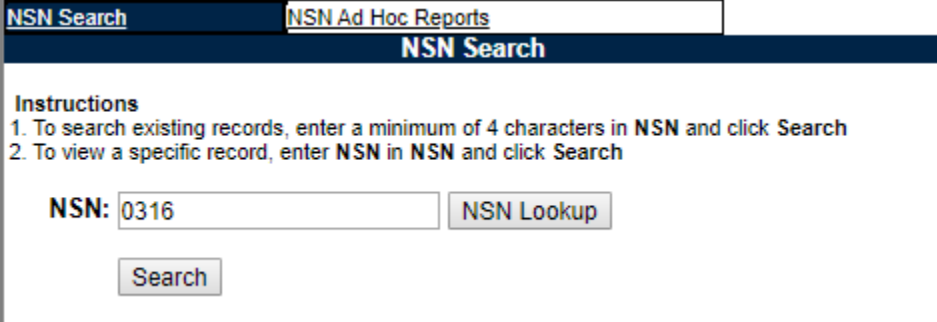
11 ADDITIONAL FUNCTIONALITY

11.1 Lookup Button

Using the Lookup button

NOTE: *The figures shown are from the NSN Lookup; however all lookup searches work in the same manner and have the same functionality.*

A. The 'Lookup' button (see **Figure 11.1**).



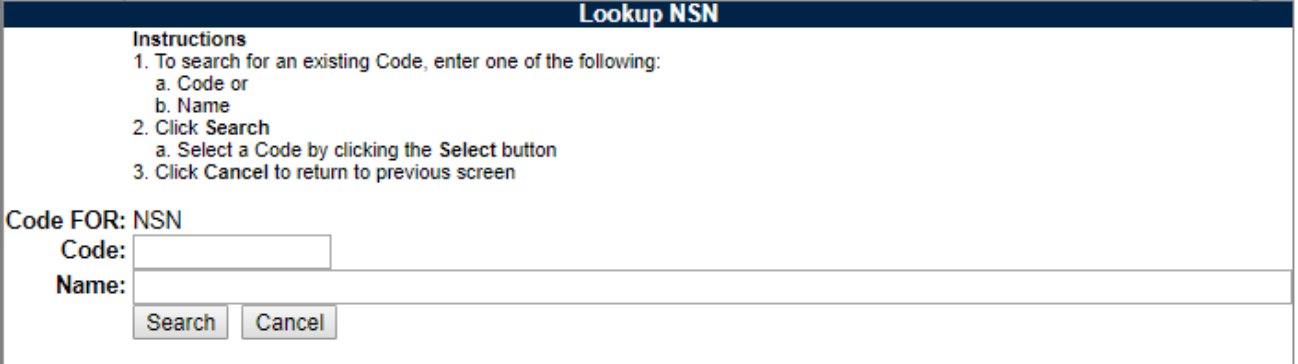
The screenshot shows a web application window with two tabs: "NSN Search" (active) and "NSN Ad Hoc Reports". The main content area has a dark blue header with the text "NSN Search". Below the header, there are instructions:

Instructions
1. To search existing records, enter a minimum of 4 characters in **NSN** and click **Search**
2. To view a specific record, enter **NSN** in **NSN** and click **Search**

Below the instructions, there is a label "NSN:" followed by a text input field containing the value "0316". To the right of this field is a button labeled "NSN Lookup". Below the input field and button is a "Search" button.

Figure 11.1

B. The Lookup functionality allows the user to lookup information either by Code or Name (see **Figure 11.2**).



The screenshot shows a web application window with a dark blue header containing the text "Lookup NSN". Below the header, there are instructions:

Instructions
1. To search for an existing Code, enter one of the following:
a. Code or
b. Name
2. Click **Search**
a. Select a Code by clicking the **Select** button
3. Click **Cancel** to return to previous screen

Below the instructions, there is a label "Code FOR: NSN". Underneath this label are two input fields: "Code:" followed by a short text input field, and "Name:" followed by a longer text input field. Below these fields are two buttons: "Search" and "Cancel".

Figure 11.2

C. Enter the NSN in the 'NSN' field; a minimum of four characters is required (see **Figure 11.3**).

Lookup NSN	
Instructions 1. To search for an existing Code, enter one of the following: a. Code or b. Name 2. Click Search a. Select a Code by clicking the Select button 3. Click Cancel to return to previous screen	
Code FOR: NSN	
Code:	<input type="text" value="003162411"/>
Name:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>

Figure 11.3

D. The results of entering the code are shown in **Figure 11.4**.

Lookup NSN	
Instructions 1. To search for an existing Code, enter one of the following: a. Code or b. Name 2. Click Search a. Select a Code by clicking the Select button 3. Click Cancel to return to previous screen	
Code FOR: NSN	
Code:	<input type="text" value="003162411"/>
Name:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>
Code	Name
1H1005003162411	PIN,FIRING
	<input type="button" value="Select"/>

Figure 11.4

E. The results of entering the Name are shown in **Figure 11.5**.

Lookup NSN		
<p>Instructions</p> <ol style="list-style-type: none"> To search for an existing Code, enter one of the following: <ol style="list-style-type: none"> Code or Name Click Search <ol style="list-style-type: none"> Select a Code by clicking the Select button Click Cancel to return to previous screen 		
Code FOR: NSN		
Code:	<input type="text"/>	
Name:	firing pin	
	<input type="button" value="Search"/>	<input type="button" value="Cancel"/>
Code	Name	Select
9B1010010432044	ACTUATOR,FIRING PIN	<input type="button" value="Select"/>
9B1680008678780	ADAPTER,FIRING PIN	<input type="button" value="Select"/>
9B1005009371397	ANVIL,FIRING PIN	<input type="button" value="Select"/>
9G1377997177911	BRACKET,ROCKET FIRING PIN	<input type="button" value="Select"/>
9W1377003286099	BREECH AND FIRING PIN ASS	<input type="button" value="Select"/>
1R1377001410333LX	BREECH-FIRING PIN	<input type="button" value="Select"/>
5365010969966	BUSHING,FIRING PIN	<input type="button" value="Select"/>

Figure 11.5

NOTE: *Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters. CAGE look up only allows partial searches in the 'Name' field.*

- F. Click the 'Select' button and the PDREP - XXXX report will appear (see **Figure 11.6**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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PDREP - NSN

NSN NIIN:	003162411
NSN FSC:	1005
Material Description:	PIN,FIRING
Unit Price:	0.88
Navy COG:	1H-Naval Inventory Control Point - Mechanicsburg (NAVICP-M)
Navy SMIC:	-
Integrated Material Manager:	N35
Navy / Marine Material Management Code:	-
Army Material Category Code:	-
FIIG - Criticality Code:	-
Ship CSI Indicator:	-
Government Source Inspection:	-
Controlled Industrial Material:	NO
Product Design Activity:	-

Figure 11.6

11.2 Ad Hoc Reports

A. Accessing Ad Hoc Reports

To access the Ad Hoc Reports, either select 'XXXX Ad Hoc Reports ' from the main menu sub links, or click the 'XXXX Ad Hoc Reports' tab once in the desired Search tool (see **Figure 11.7** & **Figure 11.8**).

SEARCHES	
CAGE ▶	Ad hoc Reports
DODAAC	Search
External L	
FSC ▶	
GIDEP ▶	
NSN ▶	
PDREP Search	
Qualified Product List ▶	
Requisition ▶	
Routing Identifier Code ▶	
UII Search	
User Search ▶	

Figure 11.7

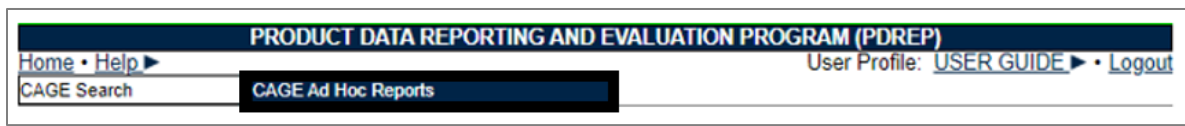


Figure 11.8

B. Using the Ad Hoc Reports tool

1. Please refer to the Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide for assistance using the Adhoc Report Tool.
2. The ADHOC query generator can be used to generate a variety of reports; on-screen instructions are available as a reminder on how to create the ADHOC report. The report page provides a method for users to select specific data elements from that record, and base the query on criteria like a date range or code used in the record to get the results.
3. Users can run the query and adjust it if it is not exactly what they are looking for by returning to the ADHOC Report page after running a query. The results can be downloaded as an Excel spreadsheet when complete.
4. The Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide can be located at: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm (see **Figure 11.9**) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 11.10**).

Guides and Manuals

PDREP Guides and Manuals

<p>General</p> <ul style="list-style-type: none"> • Attaching a file in PDREP • Customer Service Request (CSR) • Search Tools • User Access Request <p>PDREP Tools</p> <ul style="list-style-type: none"> • ADHOC Search • Contract Award & Delivery (CAD) Data Application • Contractor Profile • Engineering Referral System (ERS) • Material Inspection Records (MIR) • Quality Assurance Letter of Instruction (QALI) • Receipt Inspection Management System (RIMS) • SPPI Bulletin (SB) • Supply Action Module (SAM) • Supplier Audit Program (SAP) • Supply Discrepancy Report (SDR) • Survey, Special Quality, & Test Records Applications • Virtual Shelf (VS) 	<p>Product Quality Deficiency Reports (PQDR)</p> <ul style="list-style-type: none"> • Originator Documents <ul style="list-style-type: none"> ◦ Originator Instructions ◦ Local Purchase Instructions • Screening Point Documents <ul style="list-style-type: none"> ◦ Screening Point Instruction ◦ Army Master Screener Instruction • Action Point Documents <ul style="list-style-type: none"> ◦ Action Point Instructions ◦ Army Action Officer Instruction • Support Point Documents <ul style="list-style-type: none"> ◦ 1227 Instructions ◦ QAR Investigation ◦ DRPM Investigation <p>Other Programs</p> <ul style="list-style-type: none"> • Exhibit & Shipment Tracking • PDREP Prime Contractor • Warranty & Source of Repair Tracking 	<p>DCMA Tools</p> <ul style="list-style-type: none"> • DCMA Corrective Action Request (CAR) • DCMA Letter of Delegation (LOD) • DCMA Supplier Risk System (SRS) • DCMA Surveillance Plan (SP)
---	--	--

Figure 11.9

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER GUIDE](#) ► • [Logout](#)

CAGE Search

Contact Help Desk with comment, question, or feedback

Make a User Access or User Account Change

View the user guides for help

View the FAQs to see if the answer to my question is there

Suggest a change to software or report a problem with the website

CAGE - Ad Hoc Report

Previously saved Ad Hoc report:
 Ad Hoc from My Ad Hocs
 My Ad Hoc button
 To delete a previously saved ad hoc, select **Manage My Ad Hocs** button

These steps to create new ad hoc report:
 1. Select a Record and click **Get Data Element**
 2. Select one or more Data Elements
 3. Select **Columns** and/or **Delete Columns** to set the Selected Data Elements List
 4. Select **Add Where** to set the where condition(s)
 5. Select Expression and Value in the Where clause
 6. When one where condition select a Logical Expression

7. Click on **RUN QUERY**

My Ad Hocs: report 1 ▼

Get Row Count:

Set maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns:	Data Elements		Selected Data Elements
	Boeing Indicator	<input type="button" value="Add Columns"/> <input type="button" value="Delete Columns"/>	<div style="border: 1px solid gray; padding: 10px; min-height: 100px;"> No columns selected </div>
	Business Size Code		
	Business Size Literal		
	CAGE Code		
	Change Indicator		
	City		
	Company Name (1)		
	Company Name (2)		
	Company Name (3)		
	Contract Admin Office		
Data Element: ▼	<input type="button" value="Add Where"/>		

Figure 11.10

12 SUMMARY

This concludes the PDREP Search Tools user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.

This user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding the Search Tools or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below.

E-Mail:	webptsmh@navy.mil
Commercial:	207.438.1690
DSN:	684.1690
Fax:	207.438.6535