



Supply Discrepancy Report (SDR) Application

User Guide
10 October 2023

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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.

REFERENCES

- NAVSUP P723 – Navy Inventory Integrity Procedures
- DLM 4000.25, Ch. 17 – Supply Discrepancy Reporting

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Supply Discrepancy Report (SDR) module.

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.

NSLC Portsmouth Help Desk

NSLC Portsmouth Help Desk Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

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.

ACCESS LEVELS

Access to the functionality of the SDR application is determined by the User's Access Level. PDREP has several Access Levels for the SDR application:

<u>Role</u>	<u>Functions</u>
No Access	If a user does not have access to the SDR module, the program link will not appear on the user's PDREP Main Menu.
View Only	User is permitted to search and view data in the SDR module. No ability to edit existing records or create new records.
Non-Management	User is permitted to search and view data in the SDR module. Provides functionality to create and edit SDR records entered by or assigned to the individual.
Management	User is permitted to search and view data in the SDR module. Provides functionality to create and edit any SDR record associated with a DODAAC that is also registered to the user's profile.

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.

**Please refer to PDREP User Access Request and Login Procedures.*

This system contains CUI



Product Data Reporting and Evaluation Program

Welcome,
[Home](#) • [Help](#) ▶
Last Logon: OCT 30, 2023 01:52 PM
[User Profile](#) ▶ • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)					
ADMIN Links ▶	Record Type	Record Control Number	Last Accessed Date/Time			
SPPI Bulletins (SB) ▶						
Customer Service Request (CSR) ▶						
Material Inspection Record (MIR) ▶						
Product Quality Deficiency Report (PQDR) ▶						
QALI/Letter of Delegation (LOD) ▶						
Receipt Inspection Management System (RIMS) ▶						
Supplier Audit & Assessments (SAA) ▶						
Supply Action Module (SAM) ▶						
Supply Discrepancy Report (SDR) ▶						
SEARCHES						
CAGE ▶	<div style="background-color: #e0e0e0; border: 1px solid black; padding: 5px;"> DB Stat Available Connections: 46 Borrowed Connections: 29 Total Connections: 75 Connections Created: 75 Connections Closed: 0 Abandoned Connections: 0 Pending Requests: 0 Remaining Pool Capacity: 125 Peak Connections: 73 Peak Connection Wait Time (msec): 86848 Average Borrowed Connections: 23 Average Connection Wait Time (msec): 0 Cumulative Connections Borrowed: 17988775 </div>					
DODAAC ▶						
External Links ▶						
FSC ▶						
GIDEP ▶						
NAVSUP Level I/SUBSAFE Stock Search ▶						
NSN ▶						
PDREP Search						
Requisition ▶						
Routing Identifier Code ▶						
UII Search						
User Search ▶						
REPORTS						
Contractor Profile						
Material Profile						
DCIS Summary Report						

PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023

Figure 1.1

1.1 Finding the Fly Outs

Hover your mouse pointer over any PDREP Application located on the upper left portion of the screen and a list of sub-links for that application will appear (see **Figure 1.2**).

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) web application interface. At the top, a green banner reads "This system contains CUI". Below this is the PDREP logo and the full name of the program. The user is welcomed, and the last login time is shown as OCT 30, 2023 01:52 PM. Navigation links for Home and Help are provided.

The main content area is divided into several sections:

- APPLICATIONS:** A list of application categories with right-pointing arrows, including ADMIN Links, SPPI Bulletins (SB), Customer Service Request (CSR), Material Inspection Record (MIR), Product Quality Deficiency Report (PQDR), QALI/Letter of Delegation (LOD), Receipt Inspection Management System (RIMS), Supplier Audit & Assessments (SAA), Supply Action Module (SAM), and Supply Discrepancy Report (SDR). The SDR application is currently selected, and a fly-out menu is visible.
- SEARCHES:** A sub-menu for the SDR application containing: Ad hoc Reports, Advanced SDR Search, Basic Report, Create New SDR, DLA-Depot Control Number Search, RCN Search, WebSDR Number Search, and Worklist.
- REPORTS:** A section containing Contractor Profile, Material Profile, and DCIS Summary Report.
- Recently Accessed Record(s):** A table with columns for Record Type, Record Control Number, and Last Accessed Date/Time.
- DB Stat:** A box displaying database statistics: Available Connections: 46, Borrowed Connections: 29, Total Connections: 75, Connections Created: 75, Connections Closed: 0, Abandoned Connections: 0, Pending Requests: 0, Remaining Pool Capacity: 125, Peak Connections: 73, Peak Connection Wait Time (msec): 86848, Average Borrowed Connections: 23, Average Connection Wait Time (msec): 0, and Cumulative Connections Borrowed: 17988775.

At the bottom of the page, the version and build date are listed: PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023.

Figure 1.2

1.2 Selecting the Fly Outs

Selecting either of the sub-links will allow the user to go directly to that page within the application (see **Figure 1.2**).

2 SDR WORKLIST

The SDR Worklist is used to filter the list of SDRs based on the user's role, record status, DODAAC, and User Code.

2.1 Accessing the SDR Worklist

To access the SDR Worklist, select the Worklist sub-link from the 'Supply Discrepancy Report (SDR)' fly-out menu (see **Figure 2.1**).

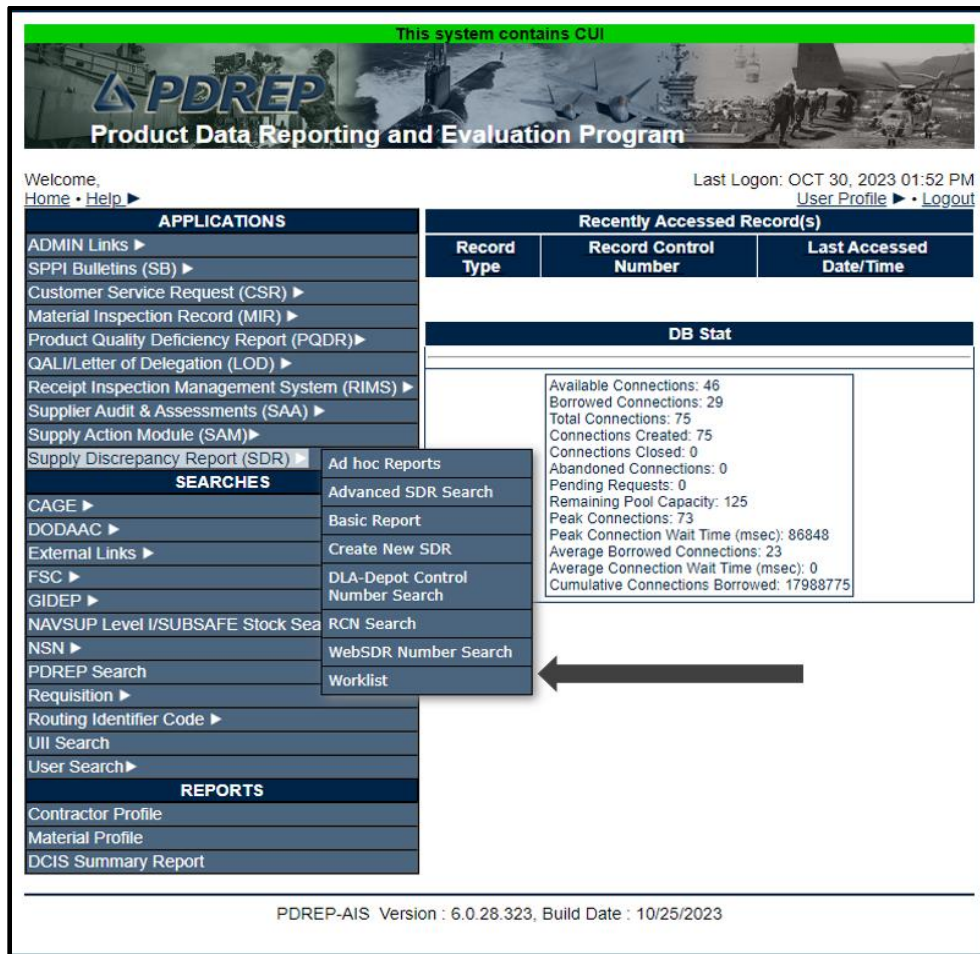


Figure 2.1

If already working in the SDR module, the user may access the SDR worklist screen by selecting the 'SDR Worklist' tab (see **Figure 2.2**).

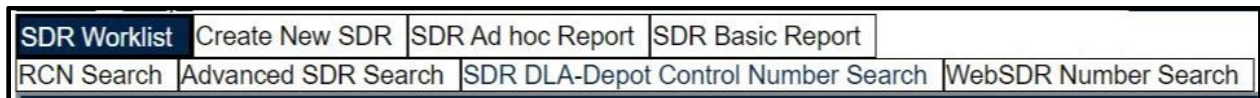


Figure 2.2

After selecting the SDR Worklist link using one of the above methods, the Worklist page will display (see **Figure 2.3**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ▶ • Logout

SDR Worklist Create New SDR SDR Ad hoc Report SDR Basic Report

RCN Search Advanced SDR Search SDR DLA-Depot Control Number Search WebSDR Number Search

SDR WorkList

Instructions
(M) denotes a mandatory field
 1. Enter Reporting DODAAC, SDR Creator Code, Action Point DODAAC/CAGE Code, Action Point User Code, Organization Code and/or Material Management Code
 2. Select Worklist option.
 3. Click Search

Show Worklist For: ORIGINATOR ▼ Status: Current Worklist ▼

From Date: 10/31/2020 To Date: 10/31/2023

DODAAC: User Code:

Sort: DODAAC ▼ Organization Code:

Display Standard Worklist

or select from your personalized SDR Worklists below

To use previously saved Worklists:
 1. Select the worklist from **my Worklists**
 2. Click **Open my Worklist**
 3. To create a new worklist select **Create New Worklist**
 4. To delete previously saved worklist select **Manage my Worklists**

Create New Worklist Manage my Worklists

PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023

Figure 2.3

2.2 Viewing, Finding, & Managing Existing SDRs

2.2.1 Viewing the Worklist

After logging into PDREP, click on SDR Worklist or Search tabs and follow the on screen instructions to locate previously entered SDRs. The user’s primary DODAAC and User Code are auto-populated in the search parameters on the Worklist page, but may be adjusted depending on the desired scope of the search (see **Figure 2.3**).

Worklist search parameters:

- **Show Worklist For:** “Originator” is the default selection. If you are the Action Point, open the drop down menu to select “Action Point”. The “Support Point” option should not be used.
- **Status:** The following options are available.
 - Current Worklist: SDRs currently awaiting action by either the Originator or the Action Point as set by the “Show Worklist For” field, and further filtered by DODAAC and/or User Code. This is the default selection.

- For “Originator”, the query will return (1) SDRs still in draft status, and (2) SDRs that have received final disposition and require completion or cancellation.
 - For “Action Point”, the query will return any SDRs that (1) require disposition, and (2) have been returned to the Action Point after reconsideration.
- **All:** All SDRs, in any status, associated with the searched-for DODAAC and/or User Code.
- **Open:** All SDRs that have not been either closed or cancelled, associated with the searched-for DODAAC and/or User Code.
- **Under Reconsideration:** SDRs that are under appeal, from the Originator to the Action Point, after having received a final reply from the Action Point.
- **Closed:** SDRs that have received a final reply from the Action Point and have been closed by the Originator.
- **Cancelled:** SDRs that have been cancelled by the Originator.
- **From Date/ To Date:** The date range defaults to a three-year span dating back from the current date. These fields may be adjusted as necessary to widen or narrow the scope of the search.
- **DODAAC:** This field is auto-filled with the primary DODAAC associated with the user’s profile. If a user acts as an Originator or Action Point for multiple DODAACs, it may be necessary to adjust this field or leave it blank.
- **User Code:** This field is auto-filled with the user code assigned to the user’s profile. This field may be left blank to perform a DODAAC-wide record search.
- **Sort:** The Worklist search results may be sorted by the categories available in this drop down menu. Results are also sortable in ascending or descending order by clicking on the search result column headers.
- **Organization Code:** An alternative search option that identifies records based on organizational keyword.

NOTE: *Worklist searches require at least one of the following search parameters to be entered: DODAAC, User Code, or Organization Code. The recommended method is to search by DODAAC or User Code, or a combination of both.*

Follow the on screen instructions to search for records. To view or edit a record, click on the RCN link under the RCN column. This will take you to the SDR View page.

The screenshot shows the 'SDR WorkList' interface. At the top, it says 'This system contains CUI' and 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. Below that are navigation links like 'Home', 'Help', 'SDR Worklist', 'Create New SDR', 'SDR Ad hoc Report', 'SDR Basic Report', 'RCN Search', 'Advanced SDR Search', 'SDR DLA-Depot Control Number Search', and 'WebSDR Number Search'. The main area has search filters: 'Show Worklist For: ORIGINATOR', 'From Date: 10/31/2020', 'DODAAC: [input]', 'Sort: DODAAC', 'Status: Current Worklist', 'To Date: 10/31/2023', 'User Code: [input]', and 'Organization Code: [input]'. There are buttons for 'Display Standard Worklist', 'Create New Worklist', and 'Manage my Worklists'. Below the filters is a table with 17 columns: RCN, View, Req No., Initiator, Originator DODAAC, Problem Type, NSN, Condition Code, Prep Date, Originator Release Date, Action Point DODAAC, Action Point Due Date, Action Point Response Date, Organization Code, Material Management Code/LRC/IM, Reconsideration Date, Last Follow Up, Overdue, Send Follow Up, and Delete. The table contains two rows of data for RCN SF-364.

RCN	View	Req No.	Initiator	Originator DODAAC	Problem Type	NSN	Condition Code	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Send Follow Up	Delete	
SF-364					7			03/28/2023	03/28/2023		04/22/2023	03/30/2023								Delete
SF-364					7		J	04/15/2022	04/15/2022		05/10/2022	11/15/2022			11/09/2022		199			Delete

Figure 2.4

A. The results of an SDR Worklist search contain:

- **RCN (Report Control Number):** The unique PDREP control number for the SDR.
- **View:** Hyperlink allowing the user to view the SDR in a separate window as Standard Form 364.
- **Requisition Number:** Sometimes referred to as the Document Number.
- **Initiator:** PDREP User ID of the person who submitted the SDR.
- **Originator DODAAC:** The Department of Defense Address Activity Code associated with the Originator’s user profile.
- **Problem Type:** Describes the type of discrepant report and the type of shipment involved.
- **NSN:** The National Stock Number of the SDR subject item.
- **Condition Code:** Condition code that the subject material is placed in by the submitter. This may be the suspended Condition Code rather than the Condition Code on DD Form 1348-1/1149 (optional).
- **Prep Date:** Date the SDR was prepared by the Originator.
- **Originator Release Date:** Date the Originator sent the record to the Action Point.
- **Action Point DODAAC:** The Department of Defense Address Activity Code of the action point.
- **Action Point Due Date:** Date by which the Action Point is required to respond.
- **Action Point Response Date:** If the Action Point has responded, this field contains the date on which that occurred.
- **Organization Code:** Organization or office code or the originator.

- **Material Management Code / LRC/IM:** Navy or Marine Corp material manager or Local Routing Code (LRC) or Item Manager (IM).
- **Reconsideration Date:** Date that the Originator resubmitted the SDR to the Action Point for appeal.
- **Last Follow-up:** Displays the date a tracer email was last sent to the Action Point.
- **Overdue:** Days the Action Point is late on their response based on the difference between the current date and the Action Points Due Date. The typical due date for an Action Point response is 50 days, however this may vary depending on specific conditions the SDR may meet.
- **Send Follow-up:** This function becomes available when the Action Point response becomes overdue (see **Figure 2.4**). Click the 'Send' hyperlink and follow the instructions to send the follow-up notice to the Action Point. This function is only available to the originator of the record.
- **Delete:** This option is only available if the record is still in draft form, and has not been released to the Action Point. To delete a record, click on the 'Delete' link that appears in the row of the unreleased record. Follow the on screen pop up instructions to cancel the action or proceed with the record's deletion. This function is only available to the originator of the draft record.

NOTE: *The RCN will appear red if the SDR has been released to the Action Point, and over 45 days have passed without action.*

2.2.2 Creating a New Worklist

Worklists may be created based on specific data elements that return specialized data. They work similarly to PDREP Ad Hoc reports found in other modules but with the advantage of having direct hyperlinks to each record pulled as part of the query, allowing for users to set up worklists with more specificity than the Standard Worklist.

- A. To make a customized Worklist click on the 'Create New Worklist' button (see **Figure 2.5**). This will allow making a customized Worklist with data elements you select. Several lists may be saved.

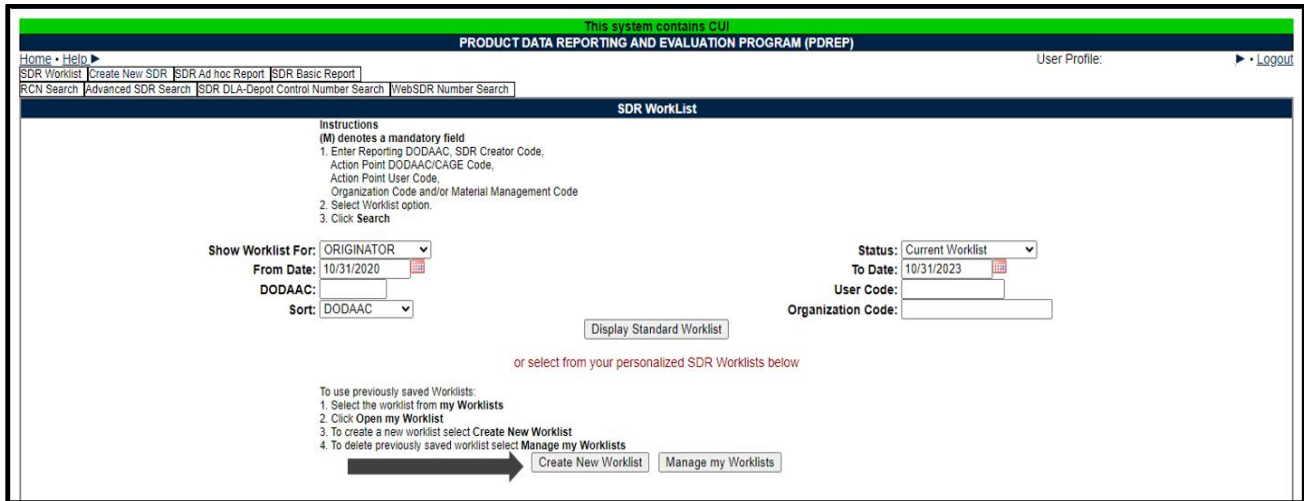


Figure 2.5

B. After selecting Create New Worklist select the desired Data Elements for the Worklist (see Figure 2.6).

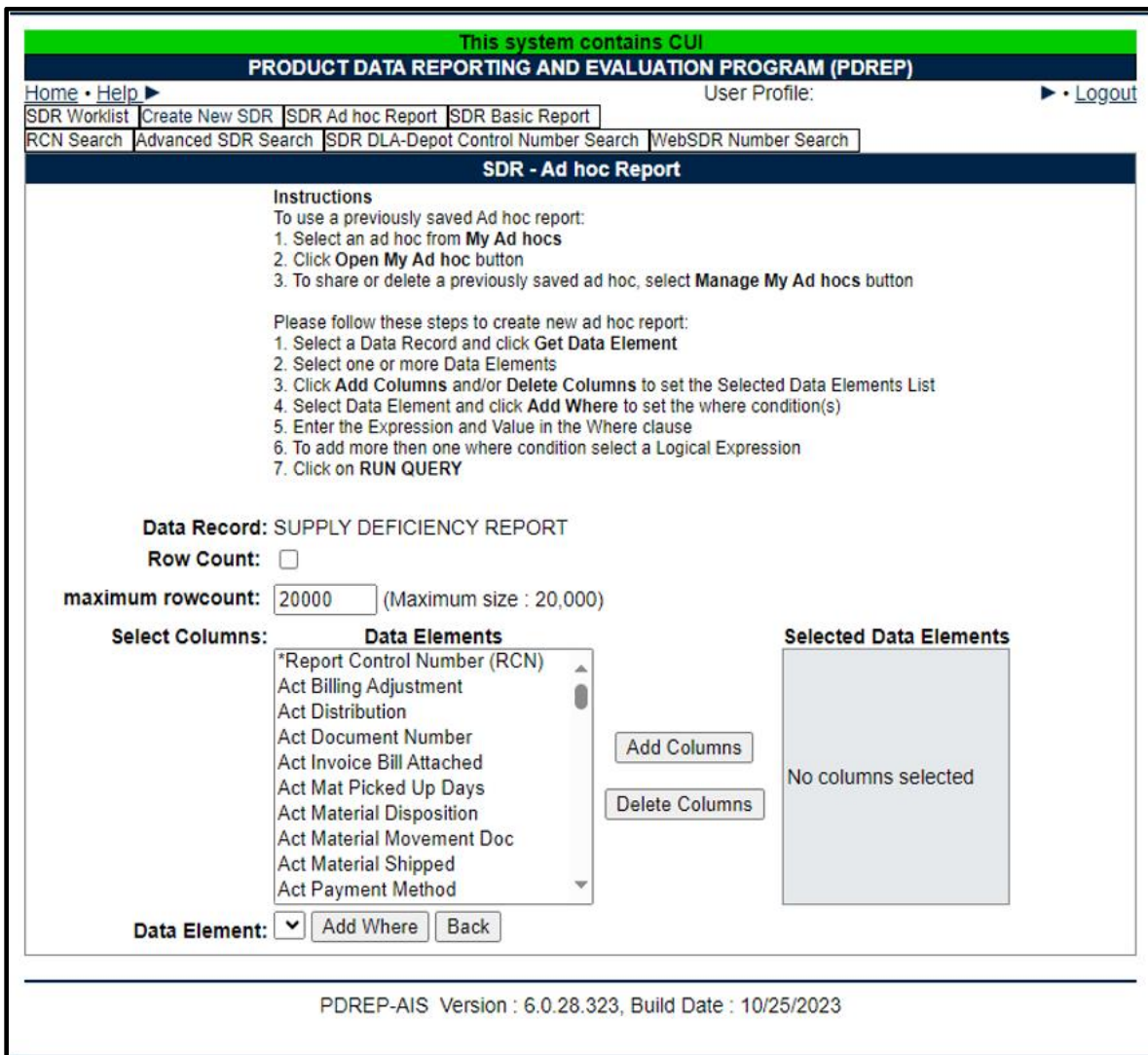


Figure 2.6

C. Selecting of Data Elements

1. Selecting one Data Element will give you only the results on that individual element.
2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selected them and clicking Delete Columns (see **Figure 2.7**).

The screenshot displays the 'SDR Ad hoc Report' interface. At the top, there is a navigation bar with 'Home • Help' and 'User Profile: [] • Logout'. Below this is a menu with 'SDR Worklist', 'Create New SDR', 'SDR Ad hoc Report', and 'SDR Basic Report'. A search bar contains 'RCN Search', 'Advanced SDR Search', 'SDR DLA-Depot Control Number Search', and 'WebSDR Number Search'. The main content area is titled 'SDR Ad hoc Report' and contains instructions for using and creating reports. Below the instructions are several input fields: 'Select Data Record:' with a dropdown menu set to 'Supply Discrepancy Reports' and a 'Get Data Elements' button; 'Row Count:' with an unchecked checkbox; 'maximum rowcount:' with a text box containing '20000' and '(Maximum size : 20,000)'. The 'Select Columns:' section features two columns: 'Data Elements' and 'Selected Data Elements'. The 'Data Elements' list includes items like '*Report Control Number (RCN)', 'Act Billing Adjustment', and 'Act Distribution'. The 'Selected Data Elements' list includes 'Action Code', 'Added Date', 'Category', 'Condition Code', and 'Originator Activity'. Between these lists are 'Add Columns' and 'Delete Columns' buttons. Below the 'Data Elements' list is a 'Data Element:' dropdown menu set to 'Action Code' and an 'Add Where' button. At the bottom of the interface, the version information 'PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023' is displayed.

Figure 2.7

4. Data Elements can be ordered in the Selected Data Elements box by selecting data element, and using the up or down arrows to the right of the box.
5. Data Elements in the drop down next to the Add Where button can be used to filter the query return. The more elements used the more defined the query will be.

- After the Data Elements have been selected, select the appropriate expression and enter a value to retrieve desired report results (see **Figure 2.8**).

SDR - Ad hoc Report

Instructions
 To use a previously saved Ad hoc report:
 1. Select an ad hoc from **My Ad hocs**
 2. Click **Open My Ad hoc** button
 3. To share or delete a previously saved ad hoc, select **Manage My Ad hocs** button

Please follow these steps to create new ad hoc report:
 1. Select a Data Record and click **Get Data Element**
 2. Select one or more Data Elements
 3. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List
 4. Select Data Element and click **Add Where** to set the where condition(s)
 5. Enter the Expression and Value in the Where clause
 6. To add more than one where condition select a Logical Expression
 7. Click on **RUN QUERY**

Data Record: SUPPLY DEFICIENCY REPORT

Get Row Count:

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

Select Columns:

Data Elements
*Report Control Number (RCN)
Act Billing Adjustment
Act Distribution
Act Document Number
Act Invoice Bill Attached
Act Mat Picked Up Days
Act Material Disposition
Act Material Movement Doc
Act Material Shipped
Act Payment Method

Add Columns

Delete Columns

Selected Data Elements

Action Code
Added Date
Category
Condition Code
Originator Activity

Data Element:

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	^	V
Added Date	DD-MMM-YY	>=	01-JAN-22	AND	<input type="checkbox"/>	<input type="radio"/>	
Action Code	CHAR(2)	LIKE	1H	- Select -	<input type="checkbox"/>	<input type="radio"/>	

Examples of where condition for different expressions

- CURRENT_DATE** works on DD-MMM-YY Data Types and Expressions =, <, <=, >, >=. Value should be **CURRENT_DATE** (today's date), or **CURRENT_DATE** - a number. **CURRENT_DATE** - 7, for example is today's date - 7 days
- For **Date Expressions** with **BETWEEN** operator Expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01,02..), MMM = Month (JAN,FEB..) and YY = year (00,01,02..)
- For **IN** and **NOT IN** Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character
- For **LIKE** and **NOT LIKE** Operator, Expression should be: %XXXX% or XXXX% where XXXXX is any number or character and the % is used as a wildcard

Figure 2.8

- Clicking the 'Reset' button will clear the data elements that were selected, and the "Add Where" values and expressions.
- Click the Run Query button. The query results displayed in **Figure 2.9** are the results of the query created from **Figure 2.8**. When using the Create New Worklist function, queries will be displayed with the RCN being a hyperlink to the record. The query can be downloaded in spreadsheet format by clicking the 'here' hyperlink in the row titled "Data Download", above the search results. The query may be saved to the user's profile by clicking the Save Worklist to Profile button (see **Figure 2.9**).

Ad hoc Query Result					
<input type="button" value="Print"/> <input type="button" value="Back"/>					
<input type="button" value="Save Worklist to Profile"/>					
Row Count: 22					
Data Download: Click here to download data in spreadsheet					
Supply Discrepancy Reports - Record					
RCN	Action Code	Added Date	Category	Condition Code	Originator Activity
N45112220023	1H	03/03/2022			N45112
N45112220024	1H	03/03/2022			N45112
M3300015987654	1H	05/12/2022			N65726
N45112220082	1H	05/12/2022			N45112
SHP40022000076	1H	01/26/2022		A	SHP400

Figure 2.9

- Clicking the 'Save Worklist to Profile' button will display the Save to Profile screen. Enter the report title in the Report Title data field and click the 'Save to Profile' button (see **Figure 2.10**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

SDR Worklist
Create New SDR
SDR Ad hoc Report
SDR Basic Report

RCN Search
Advanced SDR Search
SDR DLA-Depot Control Number Search
WebSDR Number Search

Save to Profile

Instructions

Please follow these steps to save Report to your Profile:

1. Enter a Report Title
2. click **Save to Profile**

To delete existing reports:

1. Check the box for the report(s) to be deleted
2. Click the **Delete** button in the header of the table

Click **Back to SDR Ad hoc** to return to previous page.

Report Title:

Existing Reports

Report Title	Last Run	Share Ad hoc	Delete
Worklist 1	10/31/2023	Worklist 1	<input type="checkbox"/>

PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023

Figure 2.10

After saving a query to your profile, the user may open and manage their saved queries from the SDR Worklist page. To open a saved query, select the query from the drop down list in My Worklists, then click the 'Open My Worklist' button (see **Figure 2.11**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ▶ • Logout

SDR Worklist | Create New SDR | SDR Ad hoc Report | SDR Basic Report

RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search | WebSDR Number Search

SDR WorkList

Instructions
(M) denotes a mandatory field
 1. Enter Reporting DODAAC, SDR Creator Code, Action Point DODAAC/CAGE Code, Action Point User Code, Organization Code and/or Material Management Code
 2. Select Worklist option.
 3. Click Search

Show Worklist For:
 From Date:
 DODAAC:
 Sort:

Status:
 To Date:
 User Code:
 Organization Code:

or select from your personalized SDR Worklists below

To use previously saved Worklists:
 1. Select the worklist from **my Worklists**
 2. Click **Open my Worklist**
 3. To create a new worklist select **Create New Worklist**
 4. To delete previously saved worklist select **Manage my Worklists**

My Worklists

PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023

Figure 2.11

2.2.3 Managing Saved Worklists

- A. To manage your saved worklists, click the 'Manage my Worklist' button (see **Figure 2.12**).

To use previously saved Worklists:
 1. Select the worklist from **my Worklists**
 2. Click **Open my Worklist**
 3. To create a new worklist select **Create New Worklist**
 4. To delete previously saved worklist select **Manage my Worklists**

My Worklists

Figure 2.12

After clicking the 'Manage my Worklist' button the screen shown in **Figure 2.13** is displayed.

Save to Profile

Instructions
Please follow these steps to save Report to your Profile:
1. Enter a Report Title and click **Save to Profile**
2. To delete existing reports. Select the Report and click **Delete**

Report Title:

Existing Reports

Report Title	Last Run	Share Ad Hoc	Delete
worklist 1	12/16/2019	worklist 1	<input type="checkbox"/>

Figure 2.13

- B. A Worklist or Ad Hoc report may be deleted by checking the box next to the report to be removed, and clicking the 'Delete' button at the top of the check box column (see **Figure 2.13**).

2.2.4 Sharing a Worklist or Ad Hoc

- A. A Worklist or Ad Hoc report may be shared with other users at your activity or at another activity by clicking the associated hyperlink under the 'Share Ad Hoc' column. After clicking the hyperlink, the Send Message page will be displayed (see **Figure 2.14**).

Send Message

Instructions
1. Select an Activity from the Choose Activity List
2. Select an Email address from the To PDREP User List
3. Click on **Add Email To List** to share this Ad Hoc Report with the selected user
4. Click on **Share Ad Hoc** button to send email
5. Click **Back** to return to previous page

Choose Activity:

Figure 2.14

- B. Select the activity from the Choose Activity drop down list as shown in **Figure 2.14**.
- C. After selecting the activity, a list of users from the activity will appear in the To PDREP User drop down list. Select the user, then click the 'Share Ad Hoc' button to share the report.

2.2.5 Sending a Follow-Up

This function is located on the SDR Worklist page, and is available to the Originator when an Action Point response becomes overdue.

- A. Clicking the 'Send' link (when available) on the SDR Worklist page (see **Figure 2.15**) takes the user to the Send Follow-up page (see **Figure 2.16**). This link becomes available when the Action Point response becomes overdue, typically after 50 days (the actual overdue date may vary depending on whether the SDR record meets specific conditions).

The screenshot shows the 'SDR WorkList' page. At the top, there is a navigation bar with 'Home • Help' and 'User Profile: [Name] • Logout'. Below this is a search bar with options like 'SDR Worklist', 'Create New SDR', 'SDR Ad hoc Report', and 'SDR Basic Report'. The main content area has instructions and search filters. A table at the bottom lists SDR records with columns for RCN, View, Req No., Initiator, Originator, Problem Type, NSN, Condition Code, Prep Date, Originator Release Date, Action Point DODAAC, Action Point Due Date, Action Point Response Date, Organization Code, Material Management Code/LRC/IM, Reconsideration Date, Last Follow Up, Overdue, Send Follow Up, and Delete. A large black arrow points to the 'Send Follow Up' column.

RCN	View	Req No.	Initiator	Originator	Problem Type	NSN	Condition Code	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Send Follow Up	Delete
N45112230164	SF-364	TESTREQ00000000	ASPAR2	N45112	7			07/11/2023			08/05/2023						89	Send	Delete
N45112230071	SF-364		ASPAR2	N45112	6			05/04/2023			06/23/2023						132	Send	Delete
N45112230072	SF-364		ASPAR2	N45112	7			05/04/2023			05/29/2023						157	Send	Delete

Figure 2.15

The screenshot shows the 'SDR - Send Follow Up' page. It has a navigation bar with 'Home • Help' and 'User Profile: USER GUIDE • Logout'. The main content area displays the following information:

- Reporting Activity: N45112
- Serial Number: 190016
- Originator Email Address: @navy.mil
- Action Point Email Address: @navy.mil
- Comments: [Text area]

At the bottom, there are two buttons: 'Send Follow Up' and 'Back'.

Figure 2.16

- B. Enter comments in the space provided and click the 'Send Follow Up' button. The Action Point will be sent a follow-up email with the comments that were entered, and places a record of the follow-up in the SDR History (see **Figure**

2.17). A second follow up will be listed as such. Users can view the entire history of the record by clicking on the SDR History link.

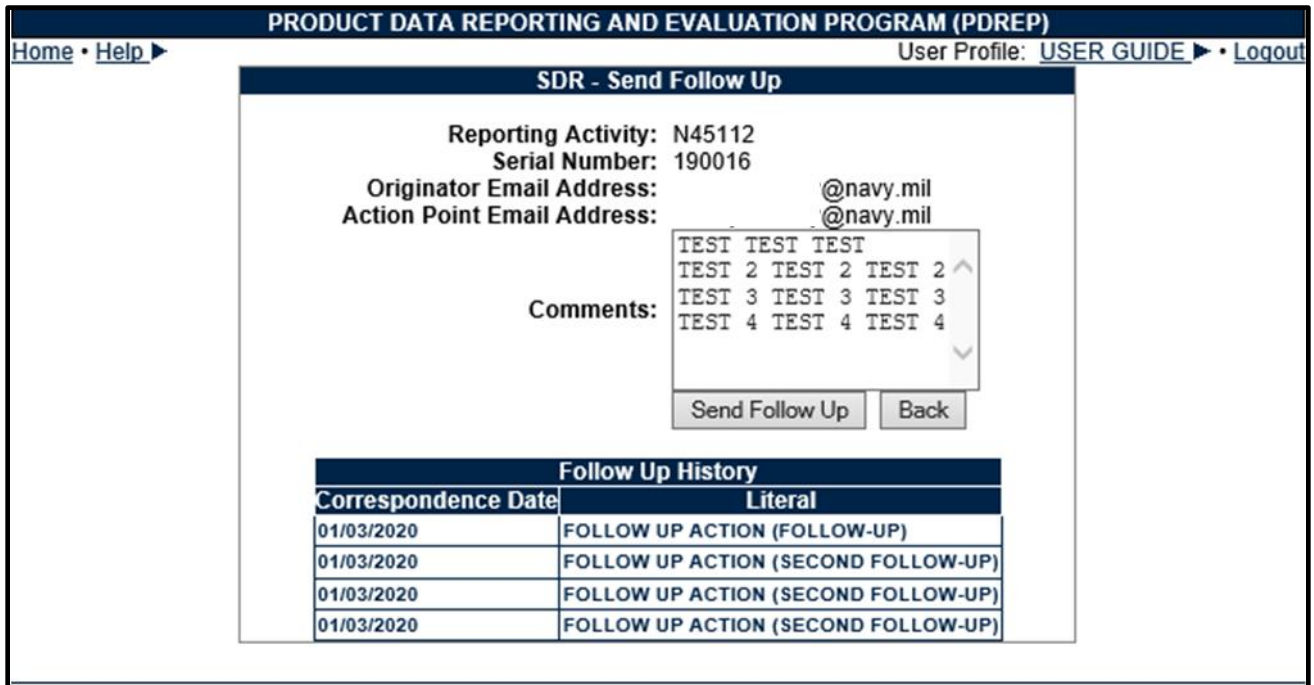


Figure 2.17

2.2.6 Deleting a Draft Record

If a record is still in draft form and has not yet been released to the Action Point, which can be noted by the blank Originator Release Date, the link to delete the SDR will appear for the Originator (see Figure 2.18). Once a record has been released to the Action Point, the option to delete the record is no longer available.

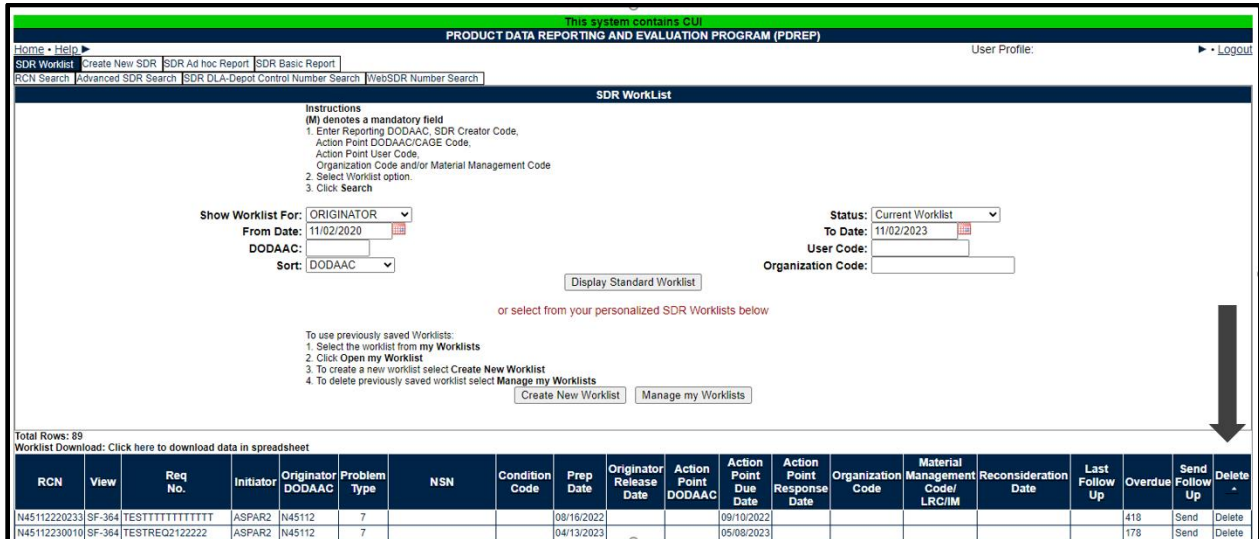


Figure 2.18

3 DETERMINING ACTION POINT & SHIPPING ACTIVITY

The correct DODAAC or RIC must be identified in order for the SDR to be routed to the proper Action Point activity or Shipper. Determining the Action Point and Shipping Activity is suggested prior to creating an SDR. If the requisition number is in PDREP reference tables, these fields will auto populate when the record is created; this information should be checked against the shipping documentation when possible.

3.1 Using the DD Form 1348-1

- A. If using a DD Form 1348-1, identify the Shipper DODAAC by the value in Block 2 Ship From. You can also use the routing identifier code (RIC) to determine the shipper, check columns 4-6 on the DD 1348-1 form (see **Figure 3.1**).

1. DOC IDENT	2. SHIP FROM	3. SHIP TO	4. M/F
5	\$5.00		
24. DOC NUMBER & SUFFIX (30-44)	25. NATIONAL STOCK NUMBER & ADD (8-21)	26. RIC (4-6)	27. ADDITIONAL DATA
FT 1	1900655ALPHATEST-B	11111111111111B1	
1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO	4. M/F
5	\$5.00		
5. DATE ISSUED	6. NMPC	7. FRT RATE	8. TYP CARGO
2020-01-03			
9. QTY	10. UP	11. UNIT WEIGHT	12. UNIT CU
1			
13. FREIGHT CLASSIFICATION NOMENCLATURE	14. ITEM NOMENCLATURE	15. TY CONT	16. NO COUNT
	MATERIAL, SUPER SECRET		
17. RECEIVED BY	18. DATE RECEIVED	19. MARK FOR	20. DIMENSIONS
ISSUED BY	PACKED BY	SHIPPED BY	SHIP TO:

Figure 3.1

- B. DoD 4000.25-M Volume 2, Appendix Three discusses routing for SDRs for all services:

1. AP3.7 NAVY: AP3.7.1. For all material and supplies, other than ammunition and explosives, direct the SDR to the command directing release of the material:

Commander

Naval Air Systems Command (RIC: N21)
NAVAIRSYSCOM Headquarters
47123 Base Unit IPT
Patuxent River, MD 20670-1547

Commander

Naval Facilities Engineering Command (RIC: N25)
1322 Patterson Avenue SE Suite 1000
Washington Navy Yard DC 20374-5065
Phone: (202)685-9086 (DSN: 325-9086)

Commander

Naval Sea Systems Command (RICs: N23, N24, N29)
ATTN: SEA 05M31
Washington, DC 20363-5100

Commander

Space and Naval Warfare Systems Command (RIC: N77)
4301 Pacific Highway
San Diego, CA 92110-3127

Commanding Officer

Navy Inventory Control Point (RIC: N32)
ATTN: Code P01512.02
700 Robbins Avenue
Philadelphia, PA 19111-5098
Phone: (215)697-4858 (DSN 442)

Commanding Officer

Navy Inventory Control Point (RIC: N35)
ATTN: Code M01424
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788
Phone: (717)605-7421 (DSN 430)

2. AP3.8. MARINE CORPS. For all materials and supplies, to include arms, ammunition and explosives, originating from Marine Corps activities:

Life Cycle Management Center

Materiel Management Division (Code 827-1)
Marine Corps Logistics Base
814 Radford Boulevard Suite 20320
Albany, GA 31704-0320

SF 364 Instruction: Item 3 To. Include name, address, ZIP code and DoD Activity Address, DODAAC and/or Routing Identifier Code (RIC) (if assigned), and attention symbol/code of action activity. The action activity is based upon the origin of the shipment. If forwarding to the ICP, the RIC of the ICP is located in positions 67-69 of the DD Form 1348-1A. If forwarding to the Defense Distribution Depot, the RIC of the shipping depot is located in positions 4-6 of the DD Form 1348-1A. For Security Assistance discrepancy reports, refer to DoD 4000.25-M Volume 2, Appendix 3 for ILCO addresses.

4 SDR ORIGINATOR

4.1 Creating a New SDR

- A. To create a new SDR, select the 'Create New SDR' hyperlink from the Supply Discrepancy Report (SDR) fly-out menu from within the PDREP application (see **Figure 4.1**).

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) application interface. At the top, a green banner reads "This system contains CUI". Below this is the PDREP logo and the full name of the program. The user is logged in as "User Profile" and the last login time is "NOV 07, 2023 07:24 AM".

The main navigation area is divided into several sections:

- APPLICATIONS:** Includes links for ADMIN Links, SPPI Bulletins (SB), Customer Service Request (CSR), Material Inspection Record (MIR), Product Quality Deficiency Report (PQDR), QALI/Letter of Delegation (LOD), Receipt Inspection Management System (RIMS), Supplier Audit & Assessments (SAA), Supply Action Module (SAM), and Supply Discrepancy Report (SDR).
- SEARCHES:** Includes Ad hoc Reports, Advanced SDR Search, Basic Report, Create New SDR, DLA-Depot Control Number Search, RCN Search, WebSDR Number Search, and Worklist.
- REPORTS:** Includes Contractor Profile, Material Profile, and DCIS Summary Report.

On the right side, there is a "Recently Accessed Record(s)" table with columns for Record Type, Record Control Number, and Last Accessed Date/Time. Below this is a "DB Stat" section.

A large black arrow points to the "Create New SDR" option in the SDR fly-out menu.

At the bottom of the page, the version information is displayed: "PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023".

Figure 4.1

- B. If already working in the SDR module, the user may access the Create New SDR screen by selecting the 'Create New SDR' menu tab (see **Figure 4.2**).

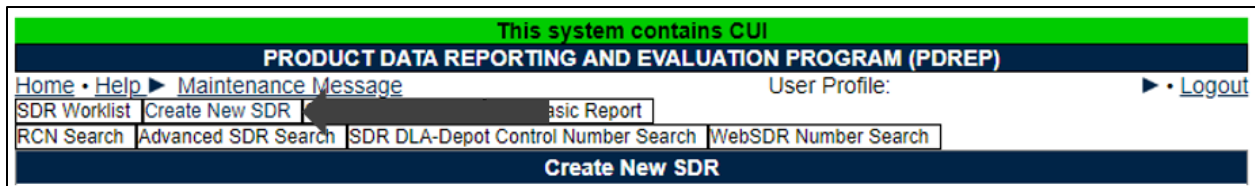


Figure 4.2

C. After either option is selected, the Create New SDR page will display (see Figure 4.3).

Instructions
(M) denotes a mandatory field
1. Enter DODAAC, Year, and Serial Number.
2. Enter Requisition Number; include suffix if available.
3. You may optionally enter FSC and/or NIIN.
4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
6. Click **Create New SDR** to create SDR.

NOTE
In order to receive financial credit from a DLA discrepant shipment:
(1) Use the Original Document/Requisition Number from the original DD 1345-1/1149.
(2) Wait for disposition to be provided before returning discrepant material.
(3) Generate a PMR transaction using the Original Document/Requisition Number.

SDR information if using same serialization:
Last Used RCN by _____ for Activity _____ : None found
Last Used RCN for Activity _____ : None found

(M) Problem Type: 7 -(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT

(M) RCN: _____ (M) DODAAC: _____ (M) Year: 23 (M) Serial Number: 0001

(M) Requisition Number: _____

FSC: _____ NIIN: _____

DoD Unique Item Identifier: Manual Entry Scan Barcodes

Add UII

Create New SDR

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 4.3

4.2 Create New SDR Page

- A. Enter initial data (see **Figure 4.3**). Data fields marked by (M) indicate mandatory fields.

Figure 4.3 Data Fields:

- **Problem Type:** Select the type of SDR from the drop down menu. Some of the options listed are only available on a restricted basis. The default selection is a SDR type '7 – Supply Customer Originated, Depot Shipment'.
- **Report Control Number (RCN):** The RCN consists of your reporting activity **DODAAC**, the **Year**, and a **Serial Number**. The DODAAC, year, and Serial Number will be auto-filled, but may be manually changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. Typically, the RCN serial numbering sequence starts with serial number '0001' when there are no previous RCNs for the current year in PDREP.
- **Requisition Number:** Enter the 14-character Requisition Number. If the Requisition Number has a suffix, enter the suffix as the 15th character at the end of the Requisition Number. The Requisition Number field also assists in auto-populating data on the SDR. If a Requisition Number is not available, a Constructed Document Number may be used. See **Figure 4.11** Data Fields in **Section 4.3.2** for details. If there is no entry in this field, the user will not be permitted to move forward to the SDR Originator – Edit screen.

NOTE: *As per ADC 1411, if a constructed document number is used, credit will not be authorized.*

- **FSC and NIIN:** The FSC and NIIN can assist in auto filling additional data fields in the SDR. This information may also be entered on the following page. The FSC and NSN search tools (available under the Search menu on the PDREP home page) may assist the user identifying or confirming that the correct information is entered in these fields.
- **DoD Unique Item Identifier (UII):** Item unique identification (IUID) is a DoD requirement that enables life cycle traceability. All UII's are maintained in the DoD's Item Unique Identification Registry Database, which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are entered into the SDR and that other similar markings or barcodes cannot be entered.

1. To add a UII manually, select the 'Manual Entry' radio button and enter the UII into the 'DoD Unique Item Identifier' field, then click the 'Add UII' button.
2. To add a UII using a scanner, select the 'Scan Barcodes' radio button, and then scan the 2D barcodes on the material or associated supply documentation.
3. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request a correction or removal of the incorrect UIIs.

NOTE: *There may be many barcodes on supply documentation, boxes, and/or material. This raises the possibility of incorrect marks being scanned that are not legitimate UIIs. This is why the UII data is verified by PDREP prior to being added to a record.*

- B. Click the 'Create New SDR' button to create the SDR. Information entered on this page will be used to pre-populate applicable data fields on the following SDR Originator – Edit page. Please be patient as the system verifies the UIIs and auto-fills the new record.

4.3 SDR Originator – Edit Page

It is extremely important to provide as much information as is available about any deficiency. Mandatory fields in SDR are marked with (M) and some additional fields may be required depending upon entries into other fields.

4.3.1 SDR Originator Data Fields

The 'SDR Originator – Edit' page is displayed in **Figure 4.4** and **Figure 4.5**. Mandatory fields are marked with (M), and indicated in **Figures 4.4** and **4.5** with red arrows.

SDR Originator - Edit

Instructions
(M) denotes a mandatory field
 1. Enter/modify mandatory field(s)
 2. Enter/modify additional information if available
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
 5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
 6. To add an attachment to an SDR, click **Save Draft**, and the **Add/View Attachments** button will appear.
 7. To save the record, click **Save Draft**
 8. To forward SDR to an Action Point, click **Submit SDR**
 9. To cancel the SDR, click **Cancel SDR Record**
 10. To cancel the process, click **Back**

MjProblem Type: 7 - (Default) SUPPLY CUSTOMER ORIGINATED, DEF
(M) SDR Type: S-SHIPPING
(M) Inspection Type: <SELECT>
Date Discrepancy Discovered:
1. Date of Preparation:
2. (M) Report Control Number: DODAAC Year S/N
 N45112 - 22 - 0008
Associated FMS No:

(M)3. To: (Enter RIC or DODAAC)
Name:
Address:

Email:
PDREP Email Addresses: <SELECT>

(M)4. From: N45112 (Enter DODAAC)
Name: NAVAL SEA LOGISTICS CENTER
Address: PORTSMOUTH NAVAL SHIPYARD
 BLDG 153-2
 PORTSMOUTH, NH 03804-5000
Email: @navy.mil
PDREP Email Addresses: <SELECT>

5a. Shipper's Code: (Enter RIC or DODAAC)
Name:
Address:

Email:
PDREP Email Addresses: <SELECT>

5b. Invoice Number: **Invoice Date:**
6. Transportation Document Number: (GBL, Waybill, TCN, etc.)

(Purchase Order/Shipment, etc.)
7a. Shipper's Number: **Invoice Date:**
7b. Contract Administering Office: (Enter DODAAC)
Name:
Address:

Vendor CAGE Code:
Purchase Order Number: (Do not add dashes)
Contract Number: (Do not add dashes)
Delivery Order Number: (Do not add dashes)

Figure 4.4

(M)8. Requisition Number: (Do not add dashes)

9. Shipment Billing, and Receipt Data IHS Haystack Lookup [WSIT Info] [NSN Info] 10. Discrepancy Data

Ordered/Discrepant Material Information									
Nomenclature: <input type="text"/>					Part No.: <input type="text"/>				
Shipping, Billing and Receipt Data									
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<SELECT>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CIIIC: <input type="text"/>									

Received (If NSN discrepancy or wrong item)									
Nomenclature: <input type="text"/>					Part No.: <input type="text"/>				
Shipping, Billing and Receipt Data									
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<SELECT>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DoD Unique Item Identifier: Manual Entry Scan Barcodes

Model Number:

Return To / Ship To Location:
 Return Location Name:
 Return Location Address:

Return Email Address:

Suspense Date:

Return Shipment Document Number/Suffix Code: (Do not add dashes)
 Replacement Shipment Document Number/Suffix Code: (Do not add dashes)

Condition Code: <SELECT>
 (CM)Condition of Packaging: <SELECT>

Date New/Repaired/Overhauled: New/Repaired/Overhauled: <SELECT>
 Date Packed: Shelf Life Expiration Date:

(M)Discrepancy Codes: <SELECT>

(M)11. Action Codes: <SELECT>

Figure 4.5A

(M)11. Action Codes:

(M)12.Remarks: Click Append Remarks to add new information to Remarks. Click Save to keep changes

13. Funding and Accounting Data: Credit Card Indicator:
 FedMail Indicator:

Job Order: Key-Op: Fund Code: Project:

Location of Exhibit Narrative: (max 200 characters)

Hazardous Material:
Material Level Code:

14a. Name and Phone No. of Preparing Official:

15. Distribution Addresses for Copies (e.g.,NRRO, CPY to File):

MIR Serial Number:

Tracking & Control Data
SAC Code:
Physical Security Code:
Action Point Extension Date:
Closed Out Due to Non-Response:

Figure 4.5B

NOTE: Some fields may pre-populated based upon the Requisition Number, FSC, NIIN, and/or UII information supplied in the previous screen.

4.3.2 Explanation of Originator’s Data Entry Fields

SDR Originator - Edit

Instructions
(M) denotes a mandatory field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
6. To add an attachment to an SDR, click **Save Draft**, and the **Add/View Attachments** button will appear.
7. To save the record, click **Save Draft**
8. To forward SDR to an Action Point, click **Submit SDR**
9. To cancel the SDR, click **Cancel SDR Record**
10. To cancel the process, click **Back**

(M)Problem Type:
(M)SDR Type:
(CM)Inspection Type:

Date Discrepancy Discovered:

1. Date Of Preparation:

2. (M)Report Control Number: - -

Associated FMS No:

Figure 4.6

Figure 4.6 Data Fields

- **Problem Type (M):** This field is auto populated with the problem type selected by the user on the previous screen.
- **SDR Type (M):** Select the type of SDR from the drop-down box. Select Packaging, Shipping, or Packaging\Shipping (which means both).
- **Inspection Type (CM):** Selected from the drop-down menu, the type of inspection that was performed that identified the SDR (if applicable).
- **Date Discrepancy Discovered:** The date the shipping or packaging discrepancy was discovered.
- **Date of Preparation:** The date of preparation defaults to the current date. Modify this date to an earlier date if entering the SDR from an existing paper version.
- **Report Control Number (M):** The RCN number designated in the previous screen.
- **Associated FMS No:** If generating a Foreign Military Sale (FMS) version of the SDR, enter the FMS Report Number in this field.

Figure 4.7

Figure 4.7 Data Fields:

- **Block 3. To (M):** This block refers to Action Point information and may be pre-populated. If it is not, enter the RIC, DODAAC or CAGE of the Action Point. The Lookup DODAAC or Lookup CAGE buttons can be used to find information for the name of the Action Point when the DODAAC or CAGE is unknown. The address information is editable and the values may be changed manually, if necessary. See Section 3, “Determining Action Point & Shipping Activity” for more information.
- **Block 4. From (M):** This block refers to the Originator’s information. All users of the system have a user profile that includes the user’s primary DODAAC, and in some cases secondary DODAACs. The SDR system assumes that the user electronically originating the SDR is the intended Originator of the SDR. Therefore, the Originator DODAAC, address fields and email address are automatically populated with the primary DODAAC associated with the user’s profile. However, these data fields may be modified if necessary. Clicking the ‘Populate From Profile’ button will reset the data fields with the information from your user profile.

5a. Shipper's Code: (Enter RIC or DODAAC)

Name:

Address:

Email:

PDREP Email Addresses:

5b. Invoice Number: Invoice Date:

6. Transportation Document Number: (GBL, Waybill, TCN, etc.)

Figure 4.8

Figure 4.8 Data Fields:

- **Block 5a. Shipper's Code:** Enter the CAGE code, RIC or DODAAC of the Shipper. The Lookup DODAAC or Lookup CAGE buttons can be used to find information for the name of the Shipper if the DODAAC or CAGE is unknown. The address information is editable. Shipper's information is not required for submission to the Action Point. See Section 3, "Determining Action Point & Shipping Activity" for more information.
- **Block 5b. Invoice Number and Invoice Date:** Enter number and date of vendor's invoice or shipper's bill number. A copy of the invoice may be attached to the SF-364. (Not applicable to packaging discrepancies.) Not required for submission to the Action Point.
- **Block 6. Transportation Document Number:** Enter the type of transportation document (GBL, CBL, manifest, waybill, insured/certified U.S. Postal Service, or transportation control and movement document (TCMD)) and the identifying number assigned to the document. This is a mandatory entry when shipment received was made via traceable means, (e.g., GBL, CBL). For U.S. SDRs involving shortages, include the following statement in Block 12 – 'Shortage has been verified as not being transportation related'.

(Purchase Order/Shipment, etc.)

7a. Shipper's Number: Invoice Date:

7b. Contract Administering Office: (Enter DODAAC)

Name:

Address:

Vendor CAGE Code:

Purchase Order Number: (Do not add dashes)

Contract Number: (Do not add dashes)

Delivery Order Number: (Do not add dashes)

Figure 4.9

Figure 4.9 Data Field:

- Block 7a. Shipper's Number:** Add a contract or shipment number and optional date. Click 'Add Shipment No.' after entering the shipment number and date. If more than one shipment is made under the contract or requisition, add additional shipment numbers and dates. It is important to click 'Add Shipment No.' when adding shipment information to the shipment list. **Figure 4.10** demonstrates how the filled block should look after entering two shipment numbers. This is a mandatory data entry field for certain Problem Type 6-Customer Originated, Vendor Delivered SDRs.

(Purchase Order/Shipment, etc.)

7a. Shipper's Number: Invoice Date:

Shipping Number	Shipping Date	Delete
1212121212		<input type="button" value="Delete"/>
ABCDEFG		<input type="button" value="Delete"/>

Figure 4.10

- Block 7b. Office Administering Contract:** Enter the DODAAC of the Office Administering the Contract (CAO activity which directed/arranged shipment). Click away from the field and the application will auto-populate the name and address fields with the DODAAC information. All of the address information is editable. Not required for submission to the Action Point.

(M)8. Requisition Number: ' ' XXXXXXXXXXXXXXXE (Do not add dashes)

9. Shipment Billing, and Receipt Data IHS Haystack Lookup [WSIT Info] [NSN Info]						10. Discrepancy Data				
Ordered/Discrepant Material Information										
Nomenclature:			Part No.:							
Shipping, Billing and Receipt Data										
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total	
				<SELECT>						
CIIC:										
Received (if NSN discrepancy or wrong item)										
Nomenclature:			Part No.:							
Shipping, Billing and Receipt Data										
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total	
				<SELECT>						
DoD Unique Item Identifier: <input checked="" type="radio"/> Manual Entry <input type="radio"/> Scan Barcodes <input type="text"/> <input type="button" value="Add U/I"/>										
Model Number: <input type="text"/>										

Figure 4.11

Figure 4.11 Data Fields:

- Block 8. Requisition Number** (aka Document Number): This number should be pre-populated with the Requisition Number entered in the previous screen. If not, enter the requisitioning activity's number, (e.g., requisition, purchase request, and suffix code, if applicable). Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Only one document number will be included on each SF-364. For U.S. SDRs only, when the original requisition number cannot be identified for discrepancies in sealed vendor packs, the reporting activity must include a constructed document number as defined. When using a constructed document number in an SDR, use Block 13 to cite the fund code and bill-to/credit-to DODAAC, if different from that in the document number.
- Constructed Document Number:** A Constructed Document Number is a number created by a U.S. Government SDR initiator to be used as a pseudo-requisition number when the original number cannot be determined. This is used only to report incorrect item and shipment quantity discrepancies discovered upon opening a sealed vendor pack and is not applicable to Security Assistance purchases. It is essential that the original contract number be reflected on the SDR to expedite ICP/IMM/depot research. The 14 - 15 position constructed document number will contain the reporting activity's Department of Defense Activity Address Code (DODAAC) as the first 6 positions, followed by the current Julian date (YDDD), and a serial number beginning with U as the last 4 positions. When using a constructed document number in an SDR, include fund code and credit-to/bill-to DODAAC, if different from the document number DODAAC. Under DLMS, the U in the serial number is reported separately as a Utilization Code.

NOTE: As per ADC 1411, credit will not be authorized when a constructed document number is used.

- **Block 9. Shipment, Billing, and Receipt Data:** The NSN data is mandatory for discrepant material in the blocks grouped under the title Ordered. If reporting an NSN discrepancy, enter data for material received in error in the blocks grouped under the title Received.
- **Nomenclature:** This may be the Federal Stock Class (FSC) material description or the National Item Identification Number (NIIN) description for the material.
- **Part #:** Manufacturer's part number, if available.
- **NSN:** The National Stock Number is comprised of up to 4 elements; COG, FSC, NIIN, and SMIC. The NSN may be located in Block 5 of the DD Form 1149 or in the Item No. (b) Block of the DD Form 1149.
 - **COG:** Not required, 2-character cognizance symbol used by the Navy to provide supply management information.
 - **FSC:** Required 4 characters Federal Supply Classification code.
 - **NIIN:** Required 9 digits National Item Identification Number that identifies each item of supply used by the DoD.
 - **SMIC:** Not required, 2-character Navy Special Material Identification Code.
- **U/I (Unit of Issue):** 2-character abbreviation such as EA. Select the U/I from the dropdown list of all valid units of issue abbreviations.
- **#Shipped:** Enter quantity of items shipped or billed.
- **#Received:** Enter the quantity of items received.
- **Quantity:** Enter the discrepant quantity.
- **Unit Price:** Enter the unit price as billed or shown on shipping document. The unit price may be expressed in tenths of a cent.
- **Total Cost:** Discrepancy Total Cost = Quantity * Unit Price. This field is automatically calculated by the application. Changing either the Quantity or the Unit Price will cause this field to recalculate.
- **DoD Unique Item ID:** This field is used to add and verify the DoD Unique Item Identifier.
- **Model Number:** If applicable, the model number of the item identified in the DoD Unique Item Identifier field.

Return To / Ship To Location:	<input type="text"/>	(Enter DODAAC, CAGE or RIC)	<input type="button" value="Lookup DODAAC"/>	<input type="button" value="Lookup CAGE"/>
Return Location Name:	<input type="text"/>			
Return Location Address:	<input type="text"/>			
	<input type="text"/>			
Return Email Address:	<input type="text"/>			
Suspense Date:	<input type="text"/>			
Return Shipment Document Number/Suffix Code:	<input type="text"/>	(Do not add dashes)		
Replacement Shipment Document Number/Suffix Code:	<input type="text"/>	(Do not add dashes)		

Figure 4.12

Figure 4.12 Data Fields:

This information will be filled in by the Action Point on the Action Point response page. Action Points can also provide this information to the Originator for them to enter.

The screenshot shows a form with the following fields:
- (CM)Condition Code: <SELECT> (dropdown menu)
- (CM)Condition of Packaging: <SELECT> (dropdown menu)
- Date New/Repaired/Overhauled: [] (text input)
- New/Repaired/Overhauled: <SELECT> (dropdown menu)
- Date Packed: [] (text input)
- Shelf Life Expiration Date: [] (text input)

Figure 4.13

The screenshot shows the dropdown menu for (CM)Condition of Packaging. The list of options is:
- <SELECT>
- A-SERVICEABLE (ISSUABLE WITHOUT QUALIFICATIONS)
- B-SERVICEABLE (ISSUABLE WITH QUALIFICATIONS)
- C-SERVICEABLE (PRIORITY ISSUE)
- D-SERVICEABLE (TEST/MODIFICATION)
- E-UNSERVICEABLE (LIMITED RESTORATION)
- F-UNSERVICEABLE (REPARABLE)
- G-UNSERVICEABLE (INCOMPLETE)
- (M) H-UNSERVICEABLE (CONDEMNED)
- J-SUSPENDED (IN STOCK)
- K-SUSPENDED (RETURNS)
- L-SUSPENDED (LITIGATION)
- M-SUSPENDED (IN WORK)
- N-SUSPENDED (AMMUNITION SUITABLE FOR EMERGENCY COMBAT USE ONLY)
- P-UNSERVICEABLE (RECLAMATION)
- Q-SUSPENDED (QUALITY DEFICIENT EXHIBITS)
- (M) R-SUSPENDED (RECLAIMED ITEMS AWAITING CONDITION DETERMINATION)
- S-UNSERVICEABLE (SCRAP)
- T-SERVICEABLE (AMMUNITION SUITABLE FOR TRAINING USE ONLY)
- U-SERVICEABLE (LIMITED REMAINING LIFE BEFORE FAILURE)

Figure 4.14

Figure 4.13 Data fields:

- **Condition Code (CM):** Existing condition of item being reported (see **Figure 4.14**). This code is mandatory for all SDRs except in the case of shortage or non-receipt discrepancies.
- **Condition of Packaging (CM):** When applicable, the packaging of the item must be graded as being either Satisfactory or Unsatisfactory.

The screenshot shows the (M)Discrepancy Codes field with a dropdown menu set to <SELECT>. Below the dropdown are two buttons: "Add Code to List" and "Remove Discrepancy Code".

Figure 4.15

Figure 4.15 Data Fields:

- **(M) Discrepancy Codes:** The user must enter at least one Discrepancy Code before sending an SDR to an Action Point. Discrepancy Codes describe the nature of the discrepancy. Discrepancy Codes are listed in the Discrepancy Codes drop-down box (see **Figure 4.16**).

(M)Discrepancy Codes:

-SELECT-

-SELECT-

A-STORAGE

(M)11 B-BILLING/FINANCIAL DISCREPANCIES (SECURITY ASSISTANCE ONLY)

C-CONDITION OF MATERIAL

D-SUPPLY DOCUMENTATION

F-FINANCIAL

H-HAZARDOUS MATERIAL

L-LUMBER

M-MISDIRECTED

(N) O-OVERAGE, DUPLICATE, OR RECEIPT OF CANCELED MATERIAL

CI P-PACKAGING DISCREPANCY

Q-PRODUCT QUALITY (ITEM) DEFICIENCY (SECURITY ASSISTANCE ONLY)

S-SHORTAGE OR NONRECEIPT

T-TECHNICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS)

U-Item Unique Identification (IUID) of Serially-Managed/Tracked Material

W-INCORRECT ITEM

Z-OTHER DISCREPANCIES

Figure 4.16

- A. Select a desired code category from the drop-down box and a secondary selection box displays (see **Figure 4.17**). Select the desired qualifier from this list.

(M)Discrepancy Codes:

Z-OTHER DISCREPANCIES

-SELECT-

Add Code to List

-SELECT-

(M)11 Z1 -Other discrepancy - see remarks.

< Z2 -Repetitive discrepancy. Must use in combination with other codes or describe in remarks. Not applicable to Security Assistance.

Z3 -Distribution Depot receipt not due-in.

Z4 -No record exists for document number cited on supply document. Not used by distribution depot/not applicable to Security Assistance.

Z5 -Discrepancy under DLA industrial activity support agreement recorded and corrective action taken.

Z7 -Property not authorized or not acceptable for turn-in to DLA Disposition Services.

(N) Z8 -Material unidentifiable; stock number missing or damaged.

Click Append Remarks to add new information to Remarks. Click Save to keep changes

Figure 4.17

- B. Click the 'Add Code to List' button.
- C. Enter up to three discrepancy codes, as applicable to the discrepancy.
- D. To remove a code, select the code from the list and click 'Remove Discrepancy Code' (see **Figure 4.18**).

(M)Discrepancy Codes:

-SELECT- ▼

▼

Z1 -Other discrepancy - see remarks. ▲

▲ ▼

Remove Discrepancy Code

Add Code to List

Figure 4.18

- E. If a condition exists that is not listed, use code Z1 and describe discrepancy in item (M) 12. Remarks. Code Z1 should be used sparingly. The Q Codes are only used on Security Assistance SDRs for Foreign Military Sales.
- F. Expired Shelf Life, is applicable, enter as much of the following information as possible in Block (M) 12. Remarks.

(M)11. Action Codes:

<SELECT> ▼

▲ ▼

Add Code to List

Remove Action Code

(M)12. Remarks:
Click Append Remarks to add new information to Remarks. Click Save to keep changes

Append Remarks

Figure 4.19

Figure 4.19 Data Field:

- **Block (M) 11. Action Codes:** The user must select an Action Code before sending an SDR to an Action Point. Only one Action Code is permitted. A list of Action Codes is provided in the Action Code field (see **Figure 4.20**).

(M)11. Action Codes:

<SELECT>

1A-Disposition instructions for discrepant materiel requested; financial action not applicable.
 1B-Materiel being retained.
 1C-Supporting supply documentation requested.
 1D-Materiel still required; expedite shipment using premium transportation.
 1E-Local purchase materiel to be returned at supplier's expense unless disposition instructions to the
 1F-Replacement shipment requested.
 1G-Reshipment not required. Item to be re-requisitioned.
 1H-No action required. Information only.
 1Z-Other action requested (see remarks).
 2A-Disposition of materiel and financial adjustment (credit) requested.
 2B-Materiel being retained. Financial adjustment (debit) requested.
 2C-Technical documentation/data requested.
 2F-Materiel being held for disposition instructions, request funds citation. Not applicable to Security
 2J-Financial adjustment requested.
 2K-Evidence of shipment requested (Security Assistance only).
 2L-Request billing status (Security Assistance only)
 2Z-Additional information is being submitted off-line. Use with electronic SDR submission only.
 3A-Transshipper (aerial/water port or CCP) requests expedited response; shipment frustrated.
 3B-Discrepancy reported for corrective action and trend analysis. No reply required.
 3C-Receiving activity not authorized to accept property. Pick-up by original owner required.
 4A-MANAGER DISPOSITION REQUESTED FOR NON-MANAGER OWNED SUSPENDED STOCK PER RECEIPT SCREENING

Add Code to List

rd Indicator:

EMail Indicator:

Figure 4.20

G. Open the drop-down menu and select a code.

H. Click the 'Add Code to List' button to populate the Action Code field (see **Figure 4.21**).

(M)11. Action Codes:

1B-Materiel being retained. ▼

1B-Materiel being retained.

Remove Action Code

(M)12.Remarks:
 Click Append Remarks to add new information to Remarks. Click Save to keep changes.

Figure 4.21

NOTE: Entering codes 1B, 1G, 1H, and 3B are information only and will not receive a response from the action point. The record will close automatically upon submission.

I. If the action needed is other than that covered by listed actions codes, use code 1Z and explain action requested in Block (M) 12. Remarks.

J. To delete a code from the list, highlight the item and click the 'Remove Action Code' button.

- **Block (M) 12. Remarks:** A narrative entry is required in the Remarks field before sending the SDR to an Action Point. Use the Remarks field for any supplemental information when the combination of discrepancy codes and action codes needs clarification; when discrepancies need explanation; and when a breakdown of cost to report, in terms of labor man-hours and materials, is required. Specific data such as appearance, lot/batch number manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action should be entered here. Select 'Append Remarks' after entering remarks.

The screenshot shows a data entry form with the following fields and controls:

- 13. Funding and Accounting Data:** A large text area for entering funding and accounting data.
- Credit Card Indicator:** A checkbox.
- FedMall Indicator:** A checkbox.
- Job Order:** A text field.
- Key-Op:** A text field.
- Fund Code:** A text field.
- Project:** A text field.
- Location of Exhibit Narrative:** A text area with a note "(max 200 characters)".
- Hazardous Material:** A dropdown menu with "<SELECT>" selected.
- Material Level Code:** A dropdown menu with "21-NOT APPLICABLE" selected.
- 14a. Name and Phone No. of Preparing Official:** A text field.
- 15. Distribution Addresses for Copies:** A text area with a note "(e.g., NRRO, CPY to File)".
- MIR Serial Number:** Two text fields followed by an "Add MIR" button.

Figure 4.22

Figure 4.22 Data Entry:

- Block 13. Funding and Accounting Data:** For packaging discrepancies, the accounting/appropriation fund site may be entered in this block by the SDR initiator if reimbursement funds/credits are expected for costs incurred to correct reported deficiencies. Use only when a billing document such as the SF-1080, Voucher for Transfer between Appropriation and/or Funds, will not be prepared. For shipping discrepancies, used to identify the original requisition fund code to be credited when this information is not otherwise available to the action office. When using a constructed document number, used to identify the fund code and bill-to/credit-to DODAAC, if different from that in the document number cited in Block 8. The Job Order is the ten-character value found on the funding documentation for a job. The Key-Op is the three-character value assigned to a key operation within a job order. The Fund Code, Project, Location of Exhibit, Hazardous Material Code, and Material Level Code can also be entered if known. Not required for submission to the Action Point.
- Block 14a. Name, Title, and Phone No. of Preparing Official:** This is the SDR preparer's information, and is auto populated based on the user's profile.
- Block 15. Distribution Address for Copies:** A text field allowing the Originator to type in the codes to which manual distribution will be made. This field is not intended for email address information. Email information may be entered once the Originator data entry fields are completed. Click Send Email to Action Point button.
- MIR Serial Number:** Serial number from which the SDR was created.

Figure 4.23A
Before Saving

Figure 4.23B
After SDR Submission

Figure 4.23 Data Fields:

- **SAC Code:** Typically used only by Marine Corps. Stores Account Code (SAC).
- **Physical Security Code:** Typically used only by Marine Corps. Physical Security Code (PSC).
- **Originator Release Date:** This date field is auto generated after the originator submits the SDR to the Action Point (this field will appear after the SDR is submitted to the Action Point).
- **Action Point Due Date:** This date field is required to electronically send the SDR to an Action Point. Click Calculate Due Date button which will compute the date based the Problem Type drop-down list box; 30 days for Type 7 and 55 days for Type 6 SDRs.
- **Action Point Extension Date:** This is an optional date field to track extensions to the original Action Point Due Date without overwriting the original Action Point Due Date.
- **Close Date:** When the Originator has received a satisfactory final reply from the Action Point and no further actions are required, it is the responsibility of the Originator to close the SDR once that disposition action has been completed. Clicking the 'Close SDR Record' will automatically populate the 'Close Date' data field with the current date; alternatively the user may manually select a date to enter in the data field. Once a record is closed, further updates are not permitted.

NOTE: Once a close out date has been selected, the user must also select a Disposition Code for Closing before clicking the 'Close SDR Record' button.

- **Disposition Code for Closing SDR:** A disposition code must be selected by the Originator before the record is able to be closed. One of the following closing codes must be selected.
 - **410:** SDR closed. Disposition action complete.
 - **411:** SDR closed. SDR closed due to zero balance on record.
 - **412:** SDR closed. Material disposition could not be completed due to zero balance at storage location.
- **Closed Out Due to Non-Response:** Selecting Yes or No allows metrics to be taken on SDRs that never receive an adequate response from the Action Point.
- **Reason for Cancelling this SDR Record:** If the Originator decides to cancel the record, a reason for cancellation must be recorded in this data field before the SDR record can be cancelled.

NOTE: The act of cancelling an SDR cannot be undone!

4.3.3 Button Functionality Before SDR Submission



Figure 4.24A
New SDR

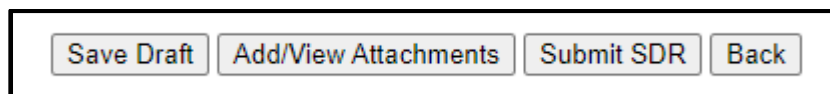


Figure 4.24B
After Saving as Draft

Figure 4.24 Button Functionality:

Buttons available on the Create New/ Edit SDR form are described below.

- **Save Draft:** Allows an Originator to save a draft or incomplete SDR before sending it to an Action Point. Click the 'Save Draft' button at any time to save the current data. The system will not validate the data as long as the Originator Release Date block is blank. When the Originator's Release Date is entered, the SDRs mandatory fields and logic are validated. Clicking the 'Save Draft' button saves the record as a draft when the Originator's Release Date is NOT entered.

- **Submit SDR:** Saves and validates the SDR data, and submits the SDR to the designated Action Point for processing.
- **Back:** The 'Back' button returns you to the previous screen. If data was not saved using the 'Save Draft' button, any data entered on the page will NOT be saved. If the 'Save Draft' button is clicked, data entered will be retained.
- **Add/View Attachments:** The 'Add/View Attachment' button allows uploading, viewing and deleting of attachments. This button becomes available after first saving the SDR as a draft. See **Section 7.3** for more information, or refer to the user guide "Attaching a File in PDREP", available on the Guides and Manuals page on the PDREP website.

4.4 Button Functionality After SDR Submittal

The screenshot shows a web form titled "Tracking & Control Data". It contains several data entry fields and buttons. The fields include dropdown menus for "SAC Code" and "Physical Security Code", date fields for "Originator Release Date" (02/08/2022) and "Action Point Due Date" (03/05/2022), a text field for "Action Point Extension Date", a button for "Save and Submit Reconsideration to Action Point" next to the "Reconsideration Date" field, a date field for "Close Date", a dropdown for "Disposition Code for Closing SDR", a dropdown for "Closed Out Due to Non-Response" (set to "NO"), and a text field for "Reason for Cancelling This SDR Record". At the bottom of the form, there are five buttons: "Close SDR Record", "Add/View Attachments", "Send Update/Correction to Action Point", "Cancel SDR Record", and "Back".

Figure 4.25

4.4.1 Closing an SDR

The Originator is responsible for closing the SDR record upon either the final disposition by the Action Point, or due to non-response from the Action Point. One of the following closing disposition codes must be selected from the "Disposition Code for Closing SDR" drop-down menu by the Originator in order to close the SDR record:

- **410:** SDR closed. Disposition action complete.
- **411:** SDR closed. SDR closed due to zero balance on record.
- **412:** SDR closed. Material disposition could not be completed due to zero balance at storage facility.

A Close Date is also required when closing a SDR record. The 'Close Date' data field will automatically be populated with the current date when the 'Close SDR Record' button is clicked; alternatively, the user may manually select a different close date if necessary.

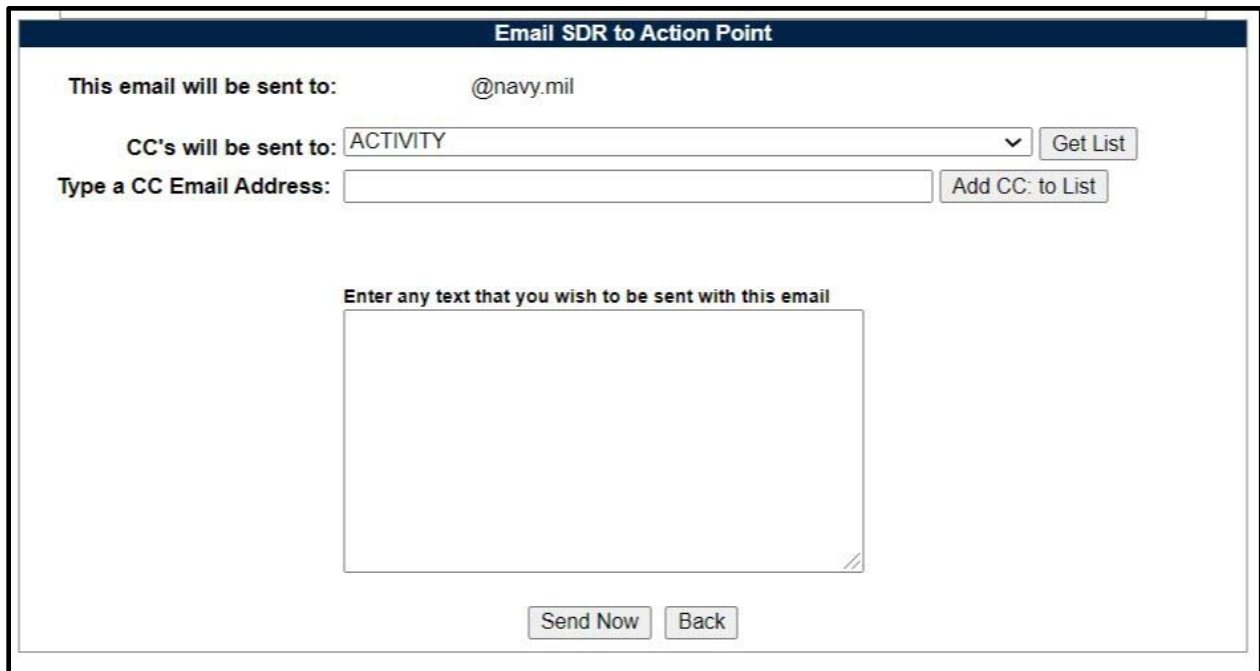
4.4.2 Add/View Attachments

The 'Add/View Attachment' button allows uploading, viewing and deleting of attachments. See **Section 7.3** for more information, or refer to the user guide "Attaching a File in PDREP", available on the Guides and Manuals page on the PDREP website.

4.4.3 Send Update/Correction to Action Point

After the SDR has been submitted to the Action Point, the Originator is able to edit and make additions to certain data fields in order to provide corrections or updates to the Action Point as necessary. The Originator may also use this function to correspond with the Action Point.

- A. After making any necessary corrections or updates, click the 'Send Update/Correction to Action Point' button.
- B. The user will be navigated to a correspondence page (see **Figure 4.26**). The Originator has the option of including other email addresses to the correspondence, as well as attaching a message.
- C. Clicking the 'Send Now' button will send the update or correction to the Action Point and any others copied to the email message.



The screenshot shows a web form titled "Email SDR to Action Point". At the top, it says "This email will be sent to: @navy.mil". Below that, there is a dropdown menu for "CC's will be sent to:" with "ACTIVITY" selected and a "Get List" button. Underneath is a text input field for "Type a CC Email Address:" with an "Add CC: to List" button. A large text area is provided for "Enter any text that you wish to be sent with this email". At the bottom, there are two buttons: "Send Now" and "Back".

Figure 4.26

NOTE: If the Originator finds it necessary to make corrections to data fields that are locked, it may be necessary to cancel the record and submit a new SDR.

4.4.4 Cancelling an SDR

If it is discovered that an SDR is no longer valid or appropriate and should be withdrawn, the Originator may cancel the record. After cancellation, no further updates to the record are permitted. To cancel an SDR, take the following steps (see **Figure 4.27** and **Figure 4.28**).

- A. On the Originator Edit page, enter the reason for cancelling the SDR in the associated text box, as shown near the bottom of **Figure 4.27**.
- B. Click the 'Cancel SDR Record' button. This will automatically enter a Disposition Code of 143 (SDR canceled by submitter) on the Action Point response code.
- C. A pop-up notification generates to confirm the decision to cancel the SDR (see **Figure 4.28**). Clicking 'OK' will cancel the record. This action cannot be undone, and will also serve to close out the SDR.

The screenshot shows a web form titled "Tracking & Control Data" with the following fields and values:

SAC Code:	<SELECT>
Physical Security Code:	<SELECT>
Originator Release Date:	02/08/2022
Action Point Due Date:	03/05/2022
Action Point Extension Date:	
Close Date:	
Disposition Code for Closing SDR:	<SELECT>
Closed Out Due to Non-Response:	NO
Reason for Cancelling This SDR Record:	

At the bottom of the form are five buttons: "Close SDR Record", "Add/View Attachments", "Send Update/Correction to Action Point", "Cancel SDR Record", and "Back".

Figure 4.27

The screenshot shows a confirmation pop-up dialog box with the following text:

beta.pdrep.csd.disa.mil says
If you are sure you want to cancel this SDR record, enter the reason in the Reason for SDR Cancel field then click OK.

Buttons: OK, Cancel

Below the dialog is the "Tracking & Control Data" form with the following fields and values:

SAC Code:	
Physical Security Code:	
Originator Release Date:	11/29/2021
Action Point Due Date:	01/18/2022
Action Point Extension Date:	11/30/2021
Close Date:	
Disposition Code for Closing SDR:	<SELECT>
Closed Out Due to Non-Response:	NO
Reason for Cancelling This SDR Record:	

At the bottom of the form are five buttons: "Close SDR Record", "Add/View Attachments", "Send Update/Correction to Action Point", "Cancel SDR Record", and "Back".

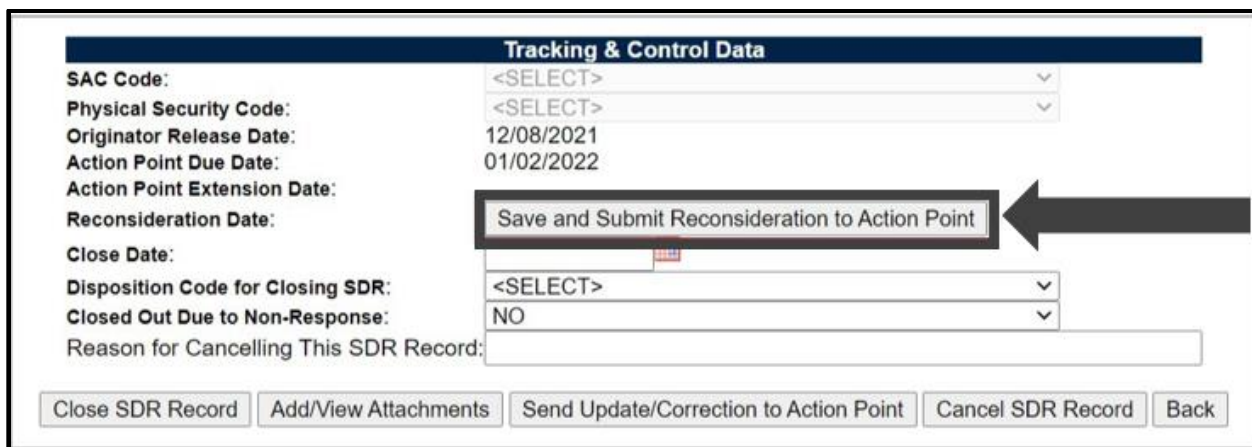
Figure 4.28

NOTE: Once a record has been cancelled, any further editing or updating of the cancelled record is prohibited. An exception is provided for an Action Point reply code of 101 or 118, indicating a debit or credit to the Originator.

4.4.5 Back

Clicking the 'Back' button will return the user to the previous screen. Any unsaved data will be lost.

4.4.6 Submitting a Reconsideration



The screenshot displays a web form titled "Tracking & Control Data". The form contains several fields: "SAC Code:" with a dropdown menu showing "<SELECT>"; "Physical Security Code:" with a dropdown menu showing "<SELECT>"; "Originator Release Date:" with the value "12/08/2021"; "Action Point Due Date:" with the value "01/02/2022"; "Action Point Extension Date:"; "Reconsideration Date:"; "Close Date:"; "Disposition Code for Closing SDR:" with a dropdown menu showing "<SELECT>"; "Closed Out Due to Non-Response:" with a dropdown menu showing "NO"; and "Reason for Cancelling This SDR Record:" with a text input field. A button labeled "Save and Submit Reconsideration to Action Point" is highlighted with a red box, and a black arrow points to it from the right. At the bottom of the form, there are five buttons: "Close SDR Record", "Add/View Attachments", "Send Update/Correction to Action Point", "Cancel SDR Record", and "Back".

Figure 4.29

After the Action Point submits a final reply, the Originator has the option to appeal the disposition decision. A reconsideration button will become available on the SDR Originator – Edit form, allowing the Originator to submit a reconsideration (see **Figure 4.29**). Submission of a reconsideration requires the Originator to provide a reason or justification in the Remarks text field.

4.4.7 Following Up on an Overdue SDR

Sending a follow up reminder to the Action Point on overdue SDR is done by locating the SDR record from the Worklist page, and clicking the 'Send' hyperlink associated with the record (see **Figure 4.30**). For detailed instructions see **Section 2.2**.

This system contains GUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► Logout

SDR Worklist | Create New SDR | SDR Ad hoc Report | SDR Basic Report

RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search | WebSDR Number Search

SDR WorkList

Instructions
 (M) denotes a mandatory field
 1. Enter Reporting DODAAC, SDR Creator Code, Action Point DODAAC/CAGE Code, Action Point User Code, Organization Code and/or Material Management Code
 2. Select Worklist option.
 3. Click Search

Show Worklist For: ORIGINATOR ▼

From Date: 11/07/2020

DODAAC:

Sort: DODAAC ▼

Status: Current Worklist ▼

To Date: 11/07/2023

User Code:

Organization Code:

or select from your personalized SDR Worklists below

To use previously saved Worklists:
 1. Select the worklist from my Worklists
 2. Click Open my Worklist
 3. To create a new worklist select Create New Worklist
 4. To delete previously saved worklist select Manage my Worklists

Total Rows: 89

Worklist Download: [Click here to download data in spreadsheet](#)

RCN	View	Req No.	Initiator	Originator DODAAC	Problem Type	NSN	Condition Code	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/ LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Send Follow Up -	Delete
SF-364		TESTTTTTTTTTTT		N45112	7			08/16/2022			09/19/2022						423	Send	Delete
SF-364		TESTREQ2122222		N45112	7			04/13/2023			05/08/2023						183	Send	Delete
SF-364				N45112	7			07/13/2023			08/07/2023						92	Send	Delete

Figure 4.30

This system contains CUI	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶ User Profile: ▶ • Logout	
SDR Worklist Create New SDR SDR Ad hoc Report SDR Basic Report	
RCN Search Advanced SDR Search SDR DLA-Depot Control Number Search WebSDR Number Search	
CHOOSE LEVEL	SDR Action Point Data Entry
Originator	RCN: NSN: -SW
Action Point	Problem: 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT
	SDR Location: ORIGINATOR FROM ACTION POINT
QUICK VIEWS	
View SF-364 - PDF	Action Point - Editable Fields
View Exhibit Tag	You may enter Action Point data by selecting the links below.
SDR History	Blocks 16 - 19
	View/Add Notes or Reference Briefs
ATTACHMENTS	
View/Upload Files (0)	Release SDR
	Redirect to New Action Point DODAAC
	Send Final Reply to Originator
EXHIBIT TRACKING	
Exhibit Tracking	Send Message To
Create DD-1348	Originator Other
PDREP-AIS Version : 6.0.28.357, Build Date : 11/07/2023	

Figure 5.2

Click the 'Blocks 16 – 19' hyperlink to go to the "SDR Action Point" edit screen (see **Figure 5.3** and **Figure 5.4**).

Return To / Ship To Location: (Enter DODAAC, CAGE or RIC)

Return Location Name:

Return Location Address:

Return Email Address:

Suspense Date:

Return Shipment Document Number/Suffix Code: (Do not add dashes)

Replacement Shipment Document Number/Suffix Code: (Do not add dashes)

(M)Action Point Response Codes:

DLA Cause Codes:

18. Remarks: Enter Remarks and Click Save to keep changes.

19a. Name and Phone Number of Preparing Official:

19b. Action Point Response Date:

19c. Close Date: Originator has chosen to disallow the Action Point from closing

Figure 5.4

NOTE: On an actual record, Block 16 – From (Action Point), and Block 17 – To (Originator) (see **Figure 5.3**) will be prepopulated with data based on information entered by the Originator when the record was initially created.

The data fields available to the Action Point are:

- Action Point Response Codes (Mandatory):** Codes for the Action Point to select to send an interim or final reply. Upon choosing a general response category, the ‘Show Detail’ button will appear. The specific response code can then be selected and added to the SDR. The Action Point should also provide remarks as needed (see **Figure 5.5**, **Figure 5.6**).

(M)Action Point Response Codes:

DLA Cause Codes:

18. Remarks:

- 100-FINANCIAL RESOLUTION, MATERIAL DISPOSITION INSTRUCTIONS, OR OTHER APPROPRIATE INFORMATION
- 200-ADDITIONAL INFORMATION RELEVANT TO SECURITY ASSISTANCE
- 300-DISTRIBUTION DEPOT STATUS ON SDRS FORWARDED TO THE OWNER/MANAGER FOR ACTION
- 400-INDICATES THE SDR HAS BEEN CLOSED FOR THE REASON PROVIDED
- 500-INDICATES AN INTERIM REPLY
- 600-INDICATE AN ICP REPLY
- 700-INDICATES SDR REJECTION
- 800-PROVIDES ADDITIONAL REJECTION NOTICES RELEVANT TO SECURITY ASSISTANCE
- 900-INTENDED FOR SYSTEM/APPLICATION USE IN PROCESSING TRANSACTIONS

Figure 5.5

(M)Action Point Response Codes: 100-FINANCIAL RESOLUTION, MATERIAL DISPOSIT... Show Detail
 101-Credit recommended/authorized Add Code to List

DLA Cause Codes:
 101-Credit recommended/authorized
 102-Credit not authorized.
 103-Discrepancy report receipt acknowledgment.
 104-Additional clarification required from submitter; see remarks.
 105-Forward material received to address shown. Must use traceable and most economical means availabl
 106-Forward material received to contractor address shown. Must use traceable and most economical mea
 107-Forward materiel to address shown for inspection/exhibit analysis (must use traceable and most economical means available).
 108-Forward materiel to contractor address shown for inspection/exhibit analysis (must use traceable and most economical means available).
 109-Credit authorized by source of supply/item manager for repackaging costs.
 110-Disposal authorized in accordance with local procedures.
 111-Disposal authorized, monetary reimbursement from contractor.
 112-Disposal authorized, contractor will provide replacement.
 113-Provide disposal documentation to address shown.
 114-Provide disposal documentation by date indicated to address shown. Credit will be authorized upon
 115-Turn in material received to Defense Reutilization and Marketing Office (DMRO).
 116-Turn in hazardous material received to Defense Reutilization and Marketing Office (DMRO). MIPR pr
 117-Material will be billed if not returned by date indicated.
 118-Debit authorized for material retained.
 119-Retain material received at no charge.
 120-Retain material with consideration from contractor.

18. Remarks:
 19a. Name and Phone Number of Preparing Official:
 19b. Action Point Response Date:
 19c. Close Date:

Save and Exit Back

Figure 5.6

- **Block 18. Remarks:** Action Point remarks are disposition instructions provided by the Action Point to the Originator.
- **Block 19a. Name and Phone Number of Preparing Official:** The contact information of the Action Point. *Upon clicking 'Send Reply and Exit', this field will be auto populated based upon the user's PDREP profile.*
- **Block 19b. Action Point Response Date:** Action Point response date is date disposition is provided from Action Point to the Originator. *Upon clicking 'Send Reply and Exit', this field will be auto populated based upon the current date.*

Other optional fields that may be edited by the Action Point are:

- **Block 16. Action Point email:** SDR may be assigned to a new Action Point within the same DODAAC.
- **Material Management Code and Email:** The Material Management Code can be used when the Action point DODAAC is a USMC DODAAC. Select the Material Management Code from the drop down and click the Set Email Code button. This sets the Material Management Code and updates the Action Point email to the appropriate USMC material manager.

After filling in all of the mandatory fields and optional fields as necessary, the reply can be sent back to the Originator for review. If the record contains a WebSDR Tracking Number and originated from WebSDR, the record will be returned to the WebSDR Originator. Clicking the 'Save' button without an Action Point Response date saves the record as a draft and the record will not be returned to the Originator.

5.2 Action Point Functions

5.2.1 Save and Exit

Allows the Action Point to save a draft or incomplete response before sending it back to the Originator.

5.2.2 Send Interim/Final Reply and Exit

Upon selecting and adding an Action Point Response Code to the record, the reply button becomes available. If an interim reply code is selected, the button will read 'Send Interim Reply and Exit'. If a final reply code is selected, the button will read 'Send Final Reply and Exit'. Clicking this button will auto populate the data fields for "Name and Number of Preparing Official" (based upon the user's profile), and "Action Point Response Date", and return the SDR to the Originator for disposition.

5.2.3 Back

The 'Back' button returns the user to the previous screen without saving any new data that was entered by the Action Point.

5.3 Redirecting the SDR

If for any reason the SDR was misrouted to you or your DODAAC, you can correct this by using the 'Redirect to a New Action Point' button. This will remove the SDR from your Worklist and place it on the Worklist of the person and organization you select (see **Figure 5.7**). Click the 'Redirect to a New Action Point' button, the redirect web page will appear (see **Figure 5.8**).

CHOOSE LEVEL	SDR Action Point Data Entry
Originator Action Point	RCN: N45112200017 NSN: BB-1111-11111111-B1 Problem: 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT SDR Location: ACTION POINT FROM ORIGINATOR
QUICK VIEWS	Action Point - Editable Fields You may enter Action Point data by selecting the links below: Blocks 16 - 19 View/Add Notes or Reference Briefs
ATTACHMENTS	Release SDR Redirect to New Action Point DODAAC Send final reply to Originator
EXHIBIT TRACKING	Send Message To Originator Support Point Other
View SF-364 - HTML View SF-364 - PDF View Exhibit Tag View DLA-1227 (HTML) View DLA-1227 (PDF) SDR History	
View/Upload Files (0)	
Exhibit Tracking Create DD-1348	

Figure 5.7

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: TEST (BETA) TEST ► • Logout

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Report Number: M98502-210002
View: SF-364 (HTML)

SDR Redirect to New Action Point DODAAC

Action Point DODAAC:

Figure 5.8A

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Report Number: M98808-200001
View: SF-364 (HTML)

Redirect SDR to New Action Point

This email will be sent to: @navy.mil

CC's will be sent to:

Type a CC Email Address:

Enter any text that you wish to be sent with this email

Figure 5.8B

- A. Entering and processing a DODAAC in **Figure 5.8A** will either:
 1. For external activities, generate an export transaction to the Action Point.
 2. For internal activities, prompt the user to select an Action Point email and notify the new Action Point.
- B. **Figure 5.8B** is reached after inputting an internal activity from **Figure 5.8A**. Select an Action Point email from the drop down directly below the selected DODAAC; that person will be assigned to become the Action Point POC for the SDR. Click the 'Forward SDR' button and the SDR is now assigned to a new person and/or DODAAC and will appear on their work list.
- C. Once the SDR is forwarded an email is also sent to the new action point alerting them that they have been assigned a new SDR for action.
- D. Click the 'Back' button to exit the redirect function and return to the previous web page.

6 ADDITIONAL SDR FUNCTIONALITY

6.1 RCN Search

The SDR Search tab allows a user to search using a complete or partial report number or requisition number. Follow the on screen instructions to search for records. A successful SDR search is displayed in **Figure 6.1**.

SDR RCN Search screen

Figure 6.1

To view or edit a record, click on the report number link under the Report No. column. This will take you to the record.

- A. Search using a DODAAC in the Reporting Activity and at least two characters of the Serial Number. Any record containing the DODAAC and the first two or more characters of the serial number entered will be returned in the results.
- B. Search using a Requisition number. The Requisition Number must be at least eight characters long to do a partial search. Any record containing the first eight or more characters entered will be returned in the results. The DODAAC and Serial Number blocks should be blank.

6.2 Basic Report

To access report functions, click the SDR Basic Report tab (see **Figure 6.2**).

Figure 6.2

- A. This page allows for filtering of SDR records by Reporting DODAAC, SDR Creator Code, Start Date, End Date and various Status options (see **Figure 6.3**).

Figure 6.3

- B. Enter the desired search criteria and click the Search button. Results are displayed in a Worklist format (see **Figure 6.4**).

SDR Worklist	Create New SDR	SDR Ad Hoc Report	SDR Basic Report									
RCN Search	Advanced SDR Search	SDR DLA-Depot Control Number Search										
SDR - Basic Report												
<p>Instructions (M) denotes a mandatory field 1. Enter mandatory field(s) 2. Optionally enter a SDR Creator Code 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. Click Search</p>												
<p>(M) Reporting DODAAC: <input type="text" value="n45112"/></p> <p>SDR Creator Code: <input type="text"/></p> <p>(M) Start Date: <input type="text" value="01/03/2019"/></p> <p>(M) End Date: <input type="text" value="01/03/2020"/></p> <p>(M) Status: All Open SDRs <input type="text"/></p> <p><input type="button" value="Search"/></p>												
Total Rows: 17												
Worklist Download: Click here to download data in spreadsheet												
RCN	Requisition Number	NSN	TYPE	Originator DODAAC	Prep Date	Originator Release Date	Action Point Dodaac	Action Point Due Date	Action Point Resp Date	Rebuttal/Resubmittal Date	Close Date	Overdue
N45112190001	RHOPPERT0108		SHIPPING	N45112	01/08/2019	01/08/2019	N45112	03/09/2019				300
N45112190002	N4511212345678901234		SHIPPING	N45112	02/25/2019			04/26/2019				252 days over
N45112190003	TESTTEST02281405		SHIPPING	N45112	02/28/2019	02/28/2019	N45112	04/29/2019				249
N45112190004	TESTTEST02281601		SHIPPING	N45112	02/28/2019	02/28/2019	N45112	04/29/2019				249

Figure 6.4

C. The results of the basic report contain the following fields:

- **RCN:** The unique PDREP Report Control Number for the SDR.
- **Requisition Number:** Sometimes referred to as the Document Number.
- **NSN:** National Stock Number entered on the SDR.
- **Type:** Type of SDR submitted (Shipping, Packaging, or Both).
- **Originator DODAAC:** DODAAC of the Originating Activity.
- **Prep Date:** Date the SDR was prepared by the Originator.
- **Originator Release Date:** Date the Originator released the record to the Action Point.
- **Action Point DODAAC:** DODAAC of the Action Point.
- **Action Point Due Date:** Date by which the Originator expects the Action Point to respond.
- **Action Point Response Date:** If the Action Point has responded, this field contains the Action Point's Response Date.
- **Rebuttal/Resubmittal Date:**
- **Close Date:** Date SDR was Closed.
- **Overdue:** Days the Action Point is late on their response based on the current date and the Action Point Due Date.

6.3 Advanced SDR Search Tab

The Advanced SDR Search tab expands the search criteria available (see **Figure 6.5**).

SDR Worklist	Create New SDR	SDR Ad Hoc Report	SDR Basic Report
RCN Search	Advanced SDR Search	SDR DLA-Depot Control Number Search	
SDR - Advanced SDR Search			
Instructions (M) denotes a mandatory field 1. You must enter Start Date, End Date and at least one other field 2. Correct format for date fields is MM/DD/YYYY or use Calendar.			
(M) Start Date:	<input type="text" value="01/03/2017"/>	(M) End Date:	<input type="text" value="01/03/2020"/>
Originator DODAAC:	<input type="text"/>	Shipper RIC/DODAAC/CAGE:	<input type="text"/>
Requisition #:	<input type="text"/>	Shipper/Contract #:	<input type="text"/>
NIIN:	<input type="text"/>	FSC:	<input type="text"/>
SMIC:	<input type="text"/>	Discrepancy Code:	<input type="text"/>
Action Requested Code:	<input type="text"/>	Action Response Code:	<input type="text"/>
Show Worklist For:	<input type="text" value="Current Worklist"/>		
<input type="button" value="Search"/>			

Figure 6.5

6.4 SDR DLA-Depot Control Number Search

The search will allow Users to find SDR's using the DLA-Depot Control number (see Figure 6.6).

SDR Worklist	Create New SDR	SDR Ad Hoc Report	SDR Basic Report
RCN Search	Advanced SDR Search	SDR DLA-Depot Control Number Search	
SDR - DLA-Depot Control Number			
Instructions (M) denotes a mandatory field 1. Enter at least the first 7 characters of your search			
(M) Depot Control Number:	<input type="text"/>		
<input type="button" value="Search"/>			

Figure 6.6

6.5 SDR Search Results

The results of the SDR search contain:

- **RCN:** The unique PDREP Report Control Number for the SDR.
- **Requisition Number:** Sometimes referred to as the Document Number.
- **SDR Type:** Type of SDR submitted (Shipping, Packaging, or Both).
- **SDR Creator Code:** PDREP User ID of person who created the SDR.
- **Prep Date:** Date the SDR was prepared by the Originator.
- **Update Activity/User:** PDREP User ID of person who last updated the SDR.
- **Update Date:** Date the SDR was last updated.

After finding the records you're looking for, you can access those records by clicking on the Report Control Number link from the results listed (see Figure 6.7). This will bring you to the SDR View page.

SDR WorkList

Instructions
(M) denotes a mandatory field
1. Enter Reporting DODAAC, SDR Creator Code, Action Point DODAAC/CAGE Code, Action Point User Code, Organization Code and/or Material Management Code
2. Select Worklist option.
3. Click Search

Show Worklist For: Status:
 From Date: To Date:
 DODAAC: User Code:
 Sort: Organization Code:

or select from your personalized SDR Worklists below

To use previously saved Worklists:
 1. Select the worklist from my Worklists
 2. Click Open my Worklist
 3. To create a new worklist select Create New Worklist
 4. To delete previously saved worklist select Manage my Worklists

Total Rows: 89
 Worklist Download: [Click here to download data in spreadsheet](#)

RCN	View	Req No.	Initiator	Originator DODAAC	Problem Type	NSN	Condition Code	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Send Follow Up	Delete
005	SP-364	555555555555555E		N45112	7 -SW			05/11/2021	05/11/2021		06/05/2021	05/25/2023					719		Delete
009	SP-364	555555555555555J		N45112	7 -2W			05/11/2021	05/11/2021		06/05/2021	05/15/2023					709		Delete
006	SP-364	555555555555555F		N45112	7 -DD			05/11/2021	05/11/2021		07/10/2021	06/25/2021							Delete

Figure 6.7

6.6 WebSDR Number Search

If the SDR has been transacted outside of PDREP, either due to an external (i.e. Non-Navy or Marines) DODAAC originating the SDR or an external DODAAC being assigned Action Point, it will have a WebSDR number associated with the record. Using the WebSDR Number Search, SDRs with these numbers are searchable within the PDREP database (see **Figure 6.8**). This tool functions in the same way that the RCN search tool operates: enter a partial (minimum of 7 characters) or full WebSDR number into the search bar and click ‘Search’.

SDR - WebSDR Number

Instructions
(M) denotes a mandatory field
1. Enter the beginning of the WebSDR number

(M) WebSDR Number:

PDREP-AIS Version : 6.0.28.357, Build Date : 11/07/2023

Figure 6.8

Records returned by the search may be viewed by clicking the RCN hyperlink (see **Figure 6.9**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: TEST (BETA) TEST ► • Logout

SDR Worklist | Create New SDR | SDR Ad hoc Report | SDR Basic Report

RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search | WebSDR Number Search

SDR - WebSDR Number

Instructions
 (M) denotes a mandatory field
 1. Enter the beginning of the WebSDR number

(M) WebSDR Number:

Total Rows: 81
 RCN Search Download: [Click here to download data in Microsoft Excel format](#)

RCN	WebSDR Number	Depot Control Number	Requisition Number	SDR Creator Code	Prep Date ▲	Update Activity/User	Update Date
SW321621000082	20230740312	520213340071SEB	SW321630746818	WEBSDR	11/30/2021		
SW321621000076	20230740305	520213340051SEB	SW321630746816	WEBSDR	11/30/2021		
SW321621000072	20230740300	520213340031SEB	SW321630746815	WEBSDR	11/30/2021		

Figure 6.9

7 SDR BASE PAGE TOOLS/FUNCTIONALITY

7.1 Choose Level

The links in the Choose Level section of the SDR Base Page provides a hyperlink to the specific roles associated with SDR module. Selecting the role will open the SDR Data Entry page for that role.

7.2 Quick Views

The links in the Quick Views section of the SDR Base Page provide a way to quickly review the various forms associated with a SDR as follows:

- **View SF-364 PDF:** Displays the SDR Report in a new window as an Adobe Acrobat PDF document. This PDF version is representative of the paper report and is suitable for printing.
- **SDR History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject SDR. The text of all e-mail messages will display on the History page.

7.3 Attachments

When viewing an existing SDR record, click the 'View/Upload Files' link to see any files that have been attached to the SDR to date. The number of currently attached files will appear in parentheses. To attach new files (functionality is dependent on user's access level), click the View/Upload Files link and then click Add Attachments and follow the instructions on the page.

This system contains CUI			
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)			
Home • Help ▶		User Profile: ▶ • Logout	
SDR Worklist		Create New SDR	
RCN Search		SDR Ad hoc Report	
Advanced SDR Search		SDR Basic Report	
SDR DLA-Depot Control Number Search		WebSDR Number Search	
CHOOSE LEVEL	SDR View		
Originator			
Action Point			
	SUPPLY DISCREPANCY REPORT(SDR)	1. DATE OF PREPARATION 01/03/2023	2. REPORT NUMBER
	SHIPPING		
	3. TO (Name and address, include ZIP Code)	4. FROM (Name and address, include ZIP Code)	
QUICK VIEWS			
View SF-364 - PDF			
View Exhibit Tag			
SDR History			
ATTACHMENTS			
View/Upload Files (0)	←		
EXHIBIT TRACKING			
Exhibit Tracking	5a. SHIPPER'S NAME	5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
Create DD-1348	7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)

Figure 7.1

When creating a new SDR record, the ability to attach a file becomes available after clicking 'Save Draft' (see **Figure 7.2**) Can be found at the bottom of the Originator's Edit page.

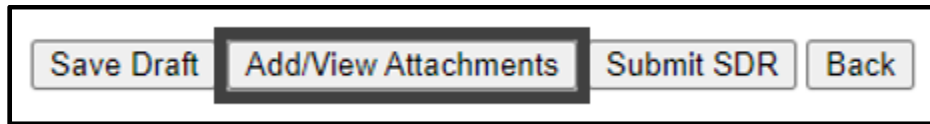


Figure 7.2

- A. Click the 'Add/View Attachments' button. The Upload Attachment Listing page will load as shown in **Figure 7.3**. This page will list any attachments that have been uploaded.

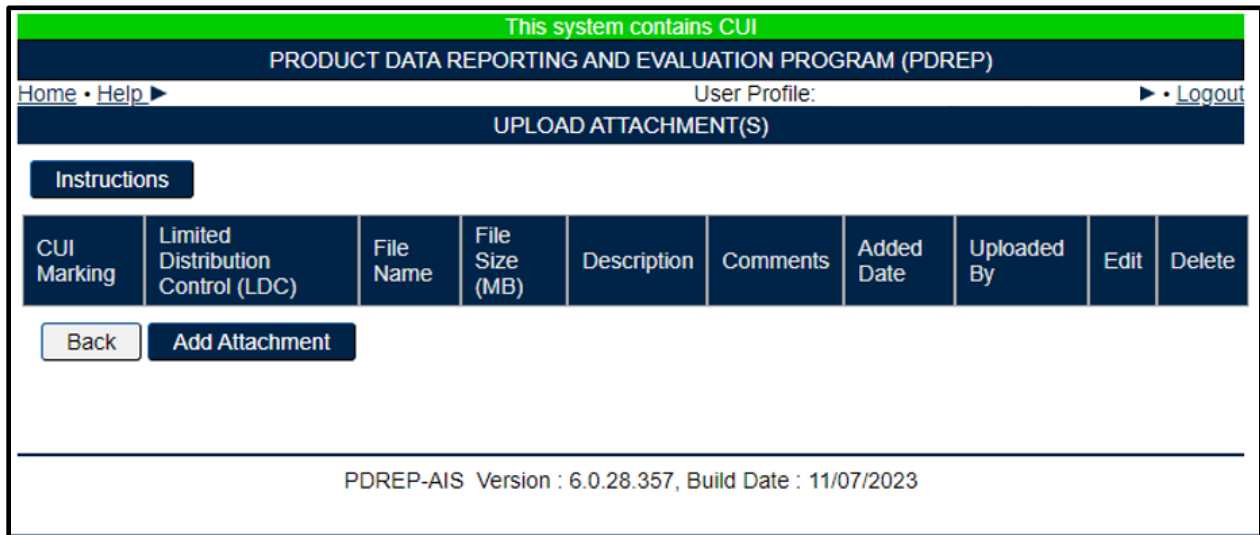


Figure 7.3

- B. Once 'Add Attachment' is selected, the tool for selecting files to upload will be displayed (see **Figure 7.4**). Files may be dragged and dropped into the light-grey shaded area, or manually selected using the 'Select Files' button. Once the file or files have been selected, click the 'Upload Attachments' button to attach them to the record.

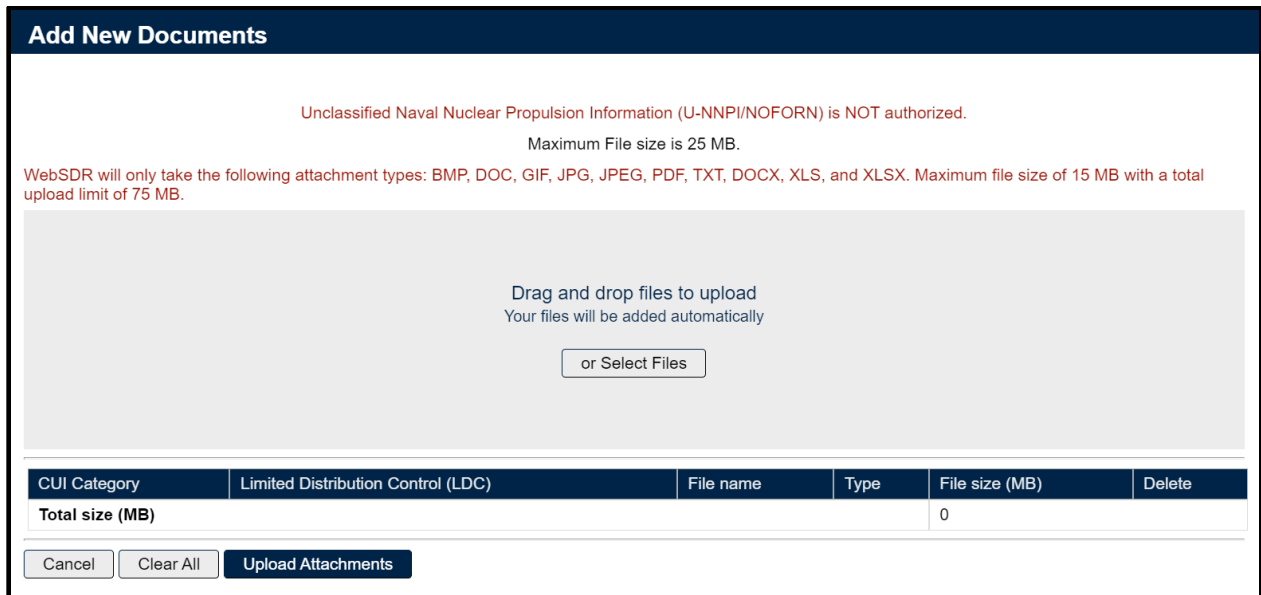


Figure 7.4

- D. If sending the SDR to WebSDR, the following requirements must be met. Permitted file formats that can be used in the DoD WebSDR for uploading supporting files: BMP, DOC, GIF, JPG, JPEG, PDF, TXT, DOCX, XLS, and XLSX. File size: maximum file size limit for uploading supporting documentation is 5 megabytes (5MB).
- E. Click 'Upload' to complete the action. Click the Cancel button to return to the Upload Attachment Listing page.
- F. When the file has been successfully uploaded, it will display in the Upload Attachment Listing page (see **Figure 7.5**).
- G. Click the 'Back' button to return to the SDR Originator – Add/Edit page.
- H. To delete an attached file, use the 'Delete' button (see **Figure 7.5**).

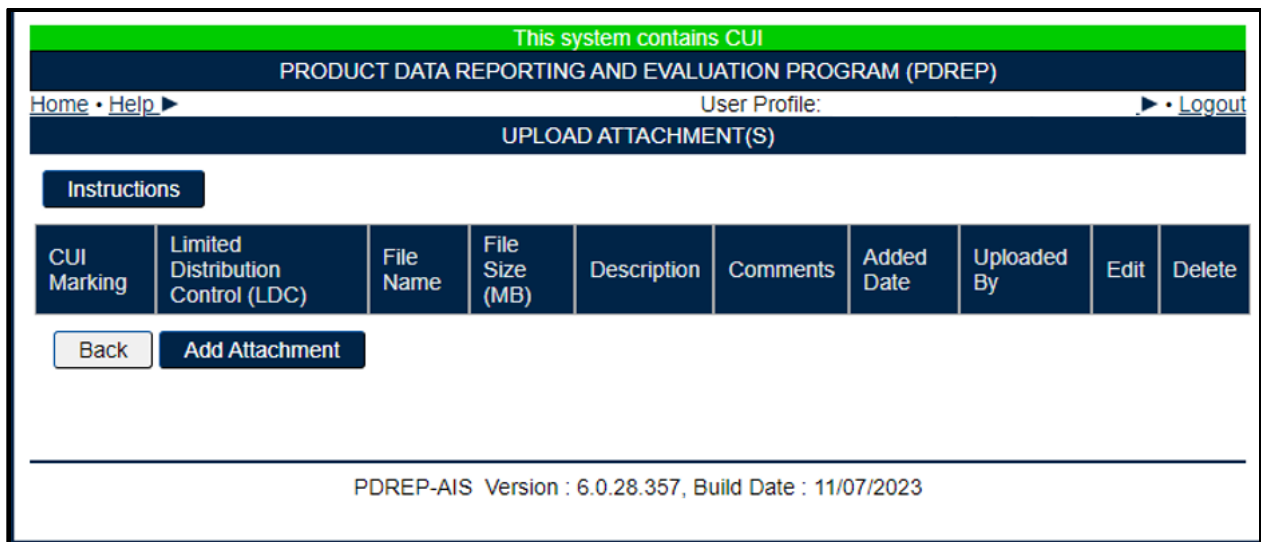


Figure 7.5

For more information on attaching a file in PDREP, refer to the user guide “Attaching a File in PDREP”, located on the Guides and Manuals page of the PDREP website.

Files of various types that support the SDR or the investigation can be attached to a SDR in PDREP. Click the ‘View/Upload Files’ link to see any files that have been attached to the SDR. The number of currently attached files will appear in parentheses. To attach new files, click the ‘View/Upload Files’ link, then click ‘Add Attachments’ and follow the instructions on the page. For detailed instruction see **Section 4.3, Figure 4.26** Button Functionality. The maximum file size for any single attachment is 5 megabytes (5MB).

7.4 Exhibit Tracking

- A. The 'Exhibit Tracking' hyperlink will open the Shipment Tracking page. This page is used to track the exhibit when it is shipped to a different DODAAC. For specific instructions for use of the exhibit tracking see the Exhibit and Shipment Tracking User Guide located via the provided link:

https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/PDREP-PQDR_Exhibit_Shipment_Tracking.pdf

- B. 'Create DD-1348' hyper link will open the Edit DD1348 Form Screen (see **Figure 7.6**).

Record No.	Contract No.	NSN	DOC/REQ NO.	1348 SUFFIX	CREATE	EDIT	RECORD TYPE	DELETE
- 190003					Create 1348 for:	No 1348 exists	SDR	

Figure 7.6

- C. Use the 'Create 1348' hyperlink to create a DD-1348; after clicking the hyperlink the DD 1348 Form will display (see **Figure 7.7**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: USER GUIDE ► • Logout

DD 1348 FORM

MODE: Create new 1348 APP: SDR

Click button to autofill from existing SDR

MILSTRIP DATA

KEY : M98808 - 190003

Document Number (30-44): (M) Suffix : NSN (8-22):

Doc Indent (1-3): RI From (4-6):

M&S (7): UI (23-24):

Supp Addr (45-50): SIG (51):

Fund (52-53): Distribution (54-56):

Project (57-59): Priority (60-61):

Req'd Del Date (62-64): Adv (65-66):

RI (67-69): PUR (70):

CC (71): MGT (72):

MCC (73): Unit Price (74-80):

1348 DOCUMENT DATA

(2) Ship From DODAAC: (3) Ship To DODAAC:

(4) Mark For: (5) DOC Date:

(6) NMFC: (7) FRT Rate:

(8) TYP Cargo: (9) PS:

(10) Qty Rec'd: (11) UP:

(12) Unit Weight: (13) Unit Cube:

(14) UFC: (15) SL:

(16) Freight Classification:

Nomenclature:

(17) Item Nomenclature:

(18) TY Cont: (19) NO Cont:

(20) Total Weight: (21) Total Cubed:

(22) Received By: (23) Date Received:

ADDITIONAL DATA (Maximum 200 characters):

Location Detail:

Figure 7.7

- D. Click the 'Auto Populate From SDR data' button and the form will auto populate with information from the SDR. Add any additional data required and click the 'Save' button at the bottom of the form. After saving the data, the Edit DD1348 Form screen will appear as shown in **Figure 7.8**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: USER GUIDE ► • Logout

Edit DD1348 FORM

Record Control Number: M98808-190003
Application: SDR

Record No.	View	Contract No.	NSN	DOC/REQ NO.	1348 SUFFIX	CREATE	EDIT	RECORD TYPE	DELETE
190003	View PDF			NAVYTOMARINE1181TEST	C	Add additional 1348 for _____	Edit existing 1348 (Suffix C.)	SDR	Delete

Figure 7.8

- E. The Edit DD 1348 Form allows an additional DD 1348 to be created or deleted, and the 'View PDF' hyperlink will appear, allowing the user to print a PDF version of the form.

7.5 Home

Clicking the 'Home' hyperlink will bring the user directly to the PDREP home page.

7.6 Help

Hover over the 'Help' hyperlink located in the upper left corner on all PDREP screens and a list of help options for PDREP will appear (see **Figure 7.9**).

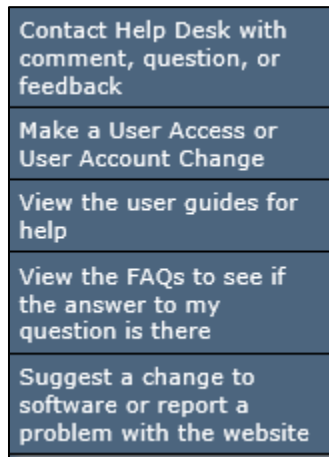


Figure 7.9

7.7 User Information

Hover your mouse pointer over the 'User Profile' hyperlink located on the upper right portion of the screen and a list of options for the User Profile will appear. Selecting any of the options will allow the user to go directly to that page within the User Profile.

8 SUMMARY

This concludes the Supply Discrepancy Report (SDR) 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.

The SDR 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 SDR module or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below:

NSLC Portsmouth Help Desk Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

9 APPENDIX 1: DATA DICTIONARY

FIELD NAME	DESCRIPTION
ACT BILLING ADJUSTMENT	Indicates whether a debit or credit, or no adjustment made.
ACT DISTRIBUTION	Text box for internal distribution.
ACT DOCUMENT NUMBER	Serial number of document used for material disposition.
ACT INVOICE BILL ATTACHED	Indicates yes or no for invoice bill attached.
ACT MAT PICKED UP DAYS	Number of days until material will be picked up.
ACT MATERIAL DISPOSITION	Indicates whether material should be retained or disposed of.
ACT MATERIAL MOVEMENT DOC	Indicates if shipping documentation is available to Action Point.
ACT MATERIAL SHIPPED	Indicate material shipment method (e.g., FedEx, USPS).
ACT PAYMENT METHOD	Indicate whether shipment is prepaid or collect.
ACT PREPARING OFFICIAL	Name, title, phone (24a).
ACT REMARKS	Narrative block for action point comments.
ACT REP WILL CALL DAYS	Number of days until representative will call for discussion.
ACT REPLACEMENT DISPOSITION	Indicates vendor replacement, new requisition or no new material required.
ACT SHIPMENT METHOD	Indicates how material is to be shipped (e.g., FedEx, USPS).
ACT SHIPPING COMMENTS	Text field used to clarify action point actions/information.
ACT TRACKING NUMBER	Text field for storing WebSDR tracking number.
ACT VENDOR DELIVERY DATE	Latest date in which replacement will be made if applicable.
ACTION CODE	Code used to describe the action requested to be taken by the originator.
ACTION POINT ADDRESS (1)	Action point physical address line 1.
ACTION POINT ADDRESS (2)	Action point physical address line 2.
ACTION POINT ADDRESS (3)	Action point physical address line 3.
ACTION POINT DODAAC	DODAAC of the action point activity.
ACTION POINT DUE DATE	Date response is due, based on 30 calendar days from receipt of system SDRs, 55 for all others.

FIELD NAME	DESCRIPTION
ACTION POINT E-MAIL ADDRESS	E-mail address of focal point (POC) default mailbox no such field.
ACTION POINT EXTENSION DATE	Date the originator extended the original action point due date to.
ACTION POINT NAME	Action point activity name.
ACTION POINT RELEASE DATE	The date in which the action point completes the investigation and returns a response to the Originator.
ADDED ACTIVITY	DODAAC of SDR creator.
ADDED DATE	Date the SDR was added to PDREP.
CLOSED DATE	The date the SDR is closed. This can be set by the action point but the originator has over ride.
CONTRACT ADMIN ADDRESS	Not used at this time.
CONTRACT ADMIN ADDRESS (1)	CAO activity address line 1.
CONTRACT ADMIN ADDRESS (2)	CAO activity address line 2.
CONTRACT ADMIN ADDRESS (3)	CAO activity address line 3.
CONTRACT ADMIN NAME	CAO activity name.
CONTRACT ADMIN OFFICE	DODAAC of the Contract Administrative Office.
CREATOR CODE	User id of user who electronically initiated the SDR (regardless of designated Originator).
CREDIT CARD IND	Not used at this time.
DISCREPENCY CODE	Code used to describe the discrepancy found by the originator.
DISPOSITON CODE	Code use to describe the action taken by the action point.
DISTRIBUTION	Text field for entry of office codes, copy to file, etc., (no e-mail addresses).
DISALLOW AP CLOSING INDICATOR	Indicator used by the originator to prevent the action point from closing an SDR.
FOLLOW UP DATE	Date used by originator to track when the last time a follow up to an SDR was sent to the action point.
FMS REPORT NUMBER	Serial number of Foreign Material Sales (FMS) SDR.
FUNDING ACCOUNTING DATA	Text field for relevant funding and accounting data.
HAZARDOUS INDICATOR	Indicator used to indicate whether an item is hazardous or not.
INVOICE DATE	Date of invoice if applicable.

FIELD NAME	DESCRIPTION
INVOICE NUMBER	Invoice number.
JOB ORDER NUMBER	Funding document number for job.
KEOP	Key operation within job.
MATERIAL LEVEL CODE	Navy Material Level Code.
MATERIAL MANAGEMENT CODE	Code used by USMC to identify the item manager.
NARRATIVE	Originator comments.
NO RESPONSE INDICATOR	Indicator to indicate when the action activity is totally non responsive.
ORDERED NSN COG	Code used to identify inventory manager store account, and material type.
ORDERED NSN FSC	Four digit code representing a description of the material.
ORDERED NSN NIIN	Last nine digits of the NSN for the material ordered.
ORDERED NSN SMIC	Special material identification code used as an extension of the NSN of the material ordered.
ORDERED NOMENCLATURE	Name associated with the FSC of the ordered material.
ORDERED PART NUMBER	Part number of ordered item.
ORDERED QUANTITY DEFICIENT	Number of ordered items being reported as deficient.
ORDERED QUANTITY RECEIVED	Number of ordered items actually received.
ORDERED QUANTITY SHIPPED	Number of ordered items provided to a carrier for movement.
ORDERED TOTAL COST	Unit price time's number of units ordered.
ORDERED UNIT CODE	Two character code that denotes a physical count of an item (e.g., EA).
ORDERED UNIT PRICE	Cost to recipient for each item ordered.
ORIGINATOR ACTIVITY	DODAAC reporting discrepancy.
ORIGINATOR ADDRESS	Not used at this time.
ORIGINATOR ADDRESS (1)	DODAAC Title.
ORIGINATOR ADDRESS (2)	Street address of reporting DODAAC.
ORIGINATOR ADDRESS (3)	Town, state and zip code of reporting DODAAC.
ORIGINATOR E-MAIL ADDRESS	E-mail address of POC at reporting DODAAC.
ORIGINATOR NAME	DODAAC name of the Originator.
ORIGINATOR RELEASE DATE	Date Originator sent SDR to Action Point.
PREPARATION DATE	Date the SDR was prepared.
PREPARING OFFICIAL	Name, title, phone, etc., of Originator.

FIELD NAME	DESCRIPTION
PROBLEM CODE	Code used to describe the type of SDR. (I.e. Type 6 or 7).
PROJECT NUMBER	Shipyards use this field to annotate which project the SDR is related to.
REBUTTAL DATE	Date the Originator rebutted or requested the action taken to be reconsidered.
RECEIVED NSN COG	Two digit code preceding FSC of material received.
RECEIVED NSN FSC	Four digit code tied to a description of the material received.
RECEIVED NSN NIIN	Last nine digits of the NSN for the material received.
RECEIVED NSN SMIC	Special Material Identification Code used as an extension of the NSN for the material received.
RECEIVED NOMENCLATURE	NIIN or FSC material description of received material.
RECEIVED PART NUMBER	Part number of the received item.
RECEIVED QUANTITY DEFICIENT	Number of items received which were deficient.
RECEIVED QUANTITY RECEIVED	Number of items received.
RECEIVED QUANTITY SHIPPED	Number of received items provided to a carrier for movement.
RECEIVED TOTAL COST	Unit price time's number of units received.
RECEIVED UNIT CODE	Code that denotes a physical count of an item (e.g., EA).
RECEIVED UNIT PRICE	Cost to recipient for each item received.
REPORTING DODAAC	Department of Defense Activity Address Code of the activity from which the SDR is sent.
REQUISITION NUMBER	The requisition activity number, e.g., requisition purchase request.
SECURITY CODE	Code to indicate security requirements of material.
SERIAL NUMBER	2-digit year + 4-digit sequence number. The Originator DODAAC + SERIAL NUMBER = SDR Report Number.
SHIPPER ACTIVITY	Cage code or DODAAC of company/activity that provides material to carrier for movement.
SHIPPER ADDRESS	Not used at this time.
SHIPPER ADDRESS (1)	Title of company/activity providing material to carrier for movement.

FIELD NAME	DESCRIPTION
SHIPPER ADDRESS (2)	Street address of shipping activity.
SHIPPER ADDRESS (3)	Town, state and zip code of shipping activity.
SHIPPER E-MAIL ADDRESS	E-mail address of POC at shipping activity.
SHIPPER NAME	Name of the activity/company that provides material to a carrier for movement.
STORAGE ACCOUNT CODE (SAC)	Code to indicate storage requirements of material.
TRANSPORTATION DOCUMENT NUMBER	Unique Identifying Serial Number on transportation document (e.g., GBL, manifest, waybill).
TYPE CODE	Determine if the type of SDR is Packaging, Shipping, or both.
UPDATE ACTIVITY	User code of last user to electronically save changes to the SDR in PDREP.
UPDATE DATE	Date of the last update to the record.