



Product Data Reporting and Evaluation Program (PDREP)

Contract Award and Delivery (CAD) Data Application

Valid through PDREP Version 5.0.21

11 June 2015

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

FOREWORD

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

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

PDREP receives contract award and delivery data by electronic data transfer from the DoD's Wide Area Work Flow (WAWF) and the Defense Contract Management Agency's Mechanization of Contracts Administration Services System (MOCAS) automated information technology systems. Data related to your organization may already be partially collected or collected in its entirety by PDREP if your organization uses those systems.

Reference:

- a. Federal Acquisition Regulation (FAR) Part 42.15
- b. Past Performance Information Retrieval System-Statistical Reporting (PPIRS-SR) Letter dated December 21, 2007, Subject: DoD Deployment of Past Performance Information Retrieval System-Statistical Reporting
- c. Secretary of the Navy Instruction (SECNAVINST) 4855.3

INTRODUCTION

This document is intended to guide personnel in the use of the PDREP-CAD application. The PDREP-CAD application provides:

- Capability to manually enter contract award and delivery data
- Capability to batch upload contract award and delivery data
- Capability to search supplier contract award and delivery data
- Various reports and lists of suppliers with contract award and delivery data

The PDREP CAD program is primarily used to provide a means of reporting delivery information on Navy contracted material; that data is collected and forwarded to PPIRS-SR to fulfill the requirements of FAR Part 42.15. Other DoD components with no other means of reporting contract delivery data to the PPIRS-SR system may participate. Data is automatically collected from the DoD's Wide Area Work Flow (WAWF) invoicing system and the Defense Contract Management Administration's Mechanization of Contract Administration Services (MOCAS).

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

Requests for changes or improvement to any PDREP application or any of the NSLC Detachment Portsmouth web pages should be submitted to:

Customer Support Desk

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

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

Email: webpmsmh@navy.mil

Mailing Address

Naval Sea Logistics Center Detachment Portsmouth
Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

Online in the PDREP Application

If already a PDREP User, log into PDREP and click on "[Submit Feedback](#)" at the top of most web pages.

1 SEARCHING AND VIEWING EXISTING CAD RECORDS

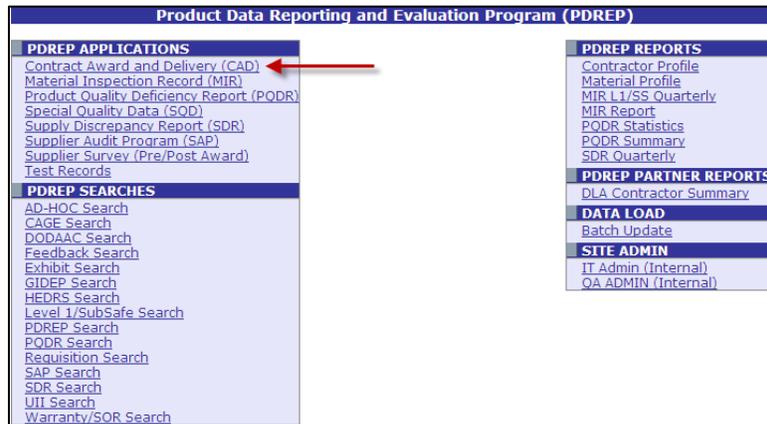


Figure 1.1

- a. After successfully logging into the PDREP Main Menu click on the “[Contract Award and Delivery \(CAD\)](#)” link on the left panel (Figure 1.1).

NOTE

If the “[Contract Award Data \(CAD\)](#)” link does not appear on the PDREP Main Menu, users should contact the Customer Support Desk (information is in the introduction section of this user guide) to ensure proper access has been provided in their user profile.

Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile. The Customer Support Desk can assist in adjusting profiles to match the user's needs.

- b. The Contract Award Data interface displays (Figure 1.2).

The screenshot shows the 'Contract Award and Delivery Data' interface. At the top, there is a navigation bar with links for 'PDREP Home', 'Submit Feedback', 'External Links', and 'PDREP Manuals', along with a 'User Profile:' section and a 'logout' link. The main content area is titled 'Contract Award and Delivery Data' and contains 'Instructions' for adding and editing records. Below the instructions are input fields for 'Contract Number', 'Order Number', 'CAGE Code', 'Start(Added Date)', and 'End(Added Date)'. The 'Start(Added Date)' and 'End(Added Date)' fields are pre-filled with '06/09/2014' and '06/09/2015' respectively, and each has a calendar icon and a question mark icon. At the bottom, there are 'Search' and 'Add Record' buttons.

Figure 1.2

On the “**Contract Award Data**” tab, users may search on combinations of Contract Number, Order Number, CAGE Code, and/or date ranges of records added to PDREP.

- a. Enter a complete five character CAGE in the CAGE Code field, a valid Order Number in the Order Number field, and/ or enter a contract number in the Contract Number field, omitting dashes, to locate a specific contract in PDREP. Partial contract numbers containing at least six characters may be used. This returns a list of all the contracts for the contract number provided. Expand the date range as needed to ensure records are included that may be older than default date range of one year. If a full Contract Number is known and input, the date ranges will be ignored.
- b. The Start Date and End Date provide a date which may be changed if desired. These dates limit returned results base on the “**Added Date**” of the record. The Added Date refers to the date the CAD record was entered into the PDREP-AIS (Automated Information System).
- c. Click the **Search** button. Search results display at the bottom of the page (Figure 1.3).

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Contract Award and Delivery Data

Instructions

1. To add a new record, click on **Add Record**
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or
 - a. To view, click on the **Record** link
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record

Contract Number:
 Order Number:
 CAGE Code:
 Start(Added Date):
 End(Added Date):

Search Results

↓

Total number of rows: 2
 Summary Download: Click [here](#) to download data in Microsoft Excel format

Contract Number - Order Number	Contract Item Number	Required Date	Delivery Date	Added Date	Edit	Delete
N0010407DZD00-5980	0001AL		12/23/2009	10/30/2010	Edit	Delete
N0010407DZD00-5980	0001AK		12/23/2009	10/30/2010	Edit	Delete

Figure 1.3

- d. Clicking the link below the Contract Number column for the record of interest displays the “**Contract Award Data – View Record**” menu (Figure 1.4).

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Contract Award and Delivery Data - View Record

Contract Number: CAGE Code: Contract Admin Office: Award Date:	Date: 01/26/2015 Added Date: Added Activity: Update Date: Update Activity:
---	---

Contract Item Number	FSC	NIIN	SMIC	Required Date	Delivery Date	Shipment Date	Acceptance Date	Shipment#	Mat Code	Mat-JOKO	Mat Desc	Quantity	Units	Unit Price
0001AA	5963	014629254		02/12/2015								1	EA	\$789.50

Figure 1.4

- e. To print the displayed data, click the **Print** button (Figure 1.4).
- f. To return to the previous screen, click the **Back** button. See the *Appendix* for the data dictionary and description of the data fields.

2 ADDING, EDITING, OR DELETING CAD DATA

2.1 Adding a CAD Record

- a. To add a new contract record, click the **Add Record** button (Figure 2.1).

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Contract Award and Delivery Data

Instructions

1. To add a new record, click on **Add Record**
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or
 - a. To view, click on the **Record** link
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record

Contract Number:

Order Number:

CAGE Code:

Start(Added Date):

End(Added Date):

Click to Add New Record

Figure 2.1

- b. The “Add Contract Award Data” screen displays (Figure 2.2).

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Product Data Reporting and Evaluation Program (PDREP)

Add Contract Award Data

Instructions

(M) denotes a mandatory field

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. To add a Contract Line Item (CLIN), click **Add Item**
4. To edit/delete an existing CLIN, click **Edit** or **Delete**
5. Correct format for date fields is MM/DD/YYYY or use Calendar
6. To save the record, click **Save**
7. To cancel the process, click **Cancel**

(M) Contract Number: Order Number:

(M) CAGE Code:

Contract Admin Office:

Award Date:

Figure 2.2

- c. Click the **Cancel** button to exit the screen without saving any data.
- d. Instructions are provided at the top of the page. Enter a Contract Number and CAGE Code. Complete remaining fields if the information is available. Fields marked “(M)” are mandatory. Without entering these fields, you are unable to continue with the record.
- e. Click the **Add Item** button.
- f. The “**Add CAD Item**” table opens up at the bottom of the interface (Figure 2.3).

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Add Contract Award and Delivery Data

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. To add a Contract Line Item (CLIN), click **Add Item**
4. To edit/delete an existing CLIN, click **Edit** or **Delete**
5. Correct format for date fields is MM/DD/YYYY or use Calendar
6. To save the record, click **Save**
7. To cancel the process, click **Cancel**

(M) Contract Number: Order Number:

(M) CAGE Code:

Contract Admin Office:

Award Date:

CLIN Instructions 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Click on **Save Item** to add the Item to the list 4. Click on **Cancel Item Add** to cancel the process

Add CAD Item													
(M) Item Number	(M) FSC	NIIN	SMIC	Required Date	Delivery Date	Shipment Date	Acceptance Date	Ship#	(M) Quantity	Units	(M) Price		
<input type="text"/>	<input type="text"/>												
												<input type="button" value="Save Item"/>	<input type="button" value="Cancel Item Add"/>

Figure 2.3

- g. At minimum, complete the mandatory fields in the “**Add CAD Item**” row.
- h. Click the **Save Item** button to add the item to the CAD record.

- i. To add more line items, click the **(M) Add Item button**. Repeat steps e, f, and g until all information has been added (Figure 2.4).

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Add Contract Award and Delivery Data

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. To add a Contract Line Item (CLIN), click **Add Item**
 4. To edit/delete an existing CLIN, click **Edit** or **Delete**
 5. Correct format for date fields is MM/DD/YYYY or use Calendar
 6. To save the record, click **Save**
 7. To cancel the process, click **Cancel**

(M) Contract Number: **Order Number:**

(M) CAGE Code:

Contract Admin Office:

Award Date:

(M) Add Item

Save **Cancel**

Item Number	FSC	NIIN	SMIC	Required Date	Delivery Date	Shipment Date	Acceptance Date	Qty	Units	Price	Ship#	Mat Code	Mat-J	Mat-K	Mat-O	Mat-P	Mat-Q	Mat-R	Mat-S	Mat-T	Mat-U	Mat-V	Mat-W	Mat-X	Mat-Y	Mat-Z	Edit	Delete		
001	9999							10		\$100.00																		Edit	Delete	
002	9999							20		\$200.00																			Edit	Delete
003	9999							30		\$300.00																			Edit	Delete

Figure 2.4

- j. Click the **Cancel Item Add button** to close out an open **Add CAD Item** table and view only the line items that have already been associated with the record (Figure 2.5).

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Add Contract Award and Delivery Data

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. To add a Contract Line Item (CLIN), click **Add Item**
 4. To edit/delete an existing CLIN, click **Edit** or **Delete**
 5. Correct format for date fields is MM/DD/YYYY or use Calendar
 6. To save the record, click **Save**
 7. To cancel the process, click **Cancel**

(M) Contract Number: **Order Number:**

(M) CAGE Code:

Contract Admin Office:

Award Date:

(M) Add Item

CLIN Instructions 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Click on **Save Item** to add the Item to the list 4. Click on **Cancel Item Add** to cancel the process

Add CAD Item

(M) Item Number	(M) FSC	NIIN	SMIC	Required Date	Delivery Date	Shipment Date	Acceptance Date	Ship#	(M) Quantity	Units	(M) Price
<input type="text"/>											

Save Item **Cancel Item Add**

Save **Cancel**

Figure 2.5

- k. Click the **Cancel** button to exit the “Add Contract Award Data” screen without saving any new unsaved changes.
- l. Click the **Save** button to save changes to the Contract Award and Delivery record.

2.2 Editing a CAD Record

- a. To edit existing contract award delivery data, the user should follow the search procedures in Section 2 to locate a specific record. Once the record is located, click the “[Edit](#)” link (Figure 2.6).

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Contract Award and Delivery Data

Instructions

- To add a new record, click on **Add Record**
- To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or
 - To view, click on the **Record** link
 - To edit, click the **Edit** link for the record
 - To delete, click the **Delete** link for the record

Contract Number:

Order Number:

CAGE Code:

Start(Added Date):  ?

End(Added Date):  ?

Click to Edit



Total number of rows: 2
 Summary Download: Click [here](#) to download data in Microsoft Excel format

Contract Number - Order Number	Contract Item Number	Required Date	Delivery Date	Added Date	Edit	Delete
N0010407DZD00-5980	0001AL		12/23/2009	10/30/2010	Edit	Delete
N0010407DZD00-5980	0001AK		12/23/2009	10/30/2010	Edit	Delete

Figure 2.6

- b. The “**Edit Contract Award**” screen displays as shown in Figure 2.7. Fields are filled in with previously entered data. Note that editing records is only permitted for records which the user has permissions; based on their user profile.

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Edit Contract Award and Delivery Data

Instructions

(M) denotes a mandatory field

- Enter mandatory fields
- Enter optional fields, if information is known
- To add a Contract Line Item (CLIN), click **Add Item**
- To edit/delete an existing CLIN, click **Edit** or **Delete**
- Correct format for date fields is MM/DD/YYYY or use Calendar
- To save the record, click **Save**
- To cancel the process, click **Cancel**

Contract Number:

(M) CAGE Code:

Contract Admin Office:

Award Date:  ?

Order Number:

Added Date:

Update Date:

Update Activity:

Item Number	FSC	NIIN	SMIC	Required Date	Delivery Date	Shipment Date	Acceptance Date	Qty	Units	Price	Ship#	Mat Code	Mat-JOKO	Mat-Desc	Edit	Delete
0001AA	5963	014629254		02/12/2015				1	EA	\$789.50					<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 2.7

- c. To remove a Contract Line Item Number (CLIN) or Delivery, click the **Delete** button next to the CAD Item (Figure 2.7).
- d. Click the **Edit** button to begin editing the CLIN. Fields available for editing are enabled (Figure 2.8).

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Edit Contract Award and Delivery Data

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. To add a Contract Line Item (CLIN), click **Add Item**
 4. To edit/delete an existing CLIN, click **Edit** or **Delete**
 5. Correct format for date fields is MM/DD/YYYY or use Calendar
 6. To save the record, click **Save**
 7. To cancel the process, click **Cancel**

Contract Number: Order Number:
 (M) CAGE Code: Added Date:
 Contract Admin Office: Added Activity:
 Award Date: 01/13/2015 Update Date:
 Update Activity:
 (M) Add Item

Edit CAD Item											
Item Number	(M) FSC	NIIN	SMIC	Required Date	Delivery Date	Shipment Date	Acceptance Date	Ship#	(M) Quantity	Units	(M) Price
0001AA	5963	014629254		02/12/2015					1	EA	789.5

Save Item Cancel Item Edit

Save Cancel

Figure 2.8

- e. To edit data in the contract award data record:
 1. Enter mandatory fields **(M)**.
 2. Enter optional fields, if information is known.
 3. Click the **Save Item** button when complete to save changes.
 4. Click the **Cancel Item Edit** button to abort making changes.
 5. To save the record, click the **Save** button.
 6. To cancel the process, click **Cancel** button.

See the *Data Dictionary* for an explanation of the web pages data fields.

2.3 Deleting CAD Records

- a. To delete an existing contract record from PDREP, follow the search procedures in Section 1. The result set should appear similar to that shown in Figure 2.9.
- b. Note that deleting records is only possible for records which the user has permission, which is based on their user profile. If you have permission for deletion, a “Delete” link will be displayed under the **Delete** column in the result set.

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Contract Award and Delivery Data

Instructions
1. To add a new record, click on **Add Record**
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or
 a. To view, click on the **Record** link
 b. To edit, click the **Edit** link for the record
 c. To delete, click the **Delete** link for the record

Contract Number:
Order Number:
CAGE Code:
Start(Added Date):  ?
End(Added Date):  ?

Click to Delete


Total number of rows: 2
Summary Download: Click [here](#) to download data in Microsoft Excel format

Contract Number - Order Number	Contract Item Number	Required Date	Delivery Date	Added Date	Edit	Delete
N0010407DZD00-5980	0001AL		12/23/2009	10/30/2010	Edit	Delete
N0010407DZD00-5980	0001AK		12/23/2009	10/30/2010	Edit	Delete

Figure 2.9

- c. Click the “Delete” link under the Delete column for the record of interest.
- d. A pop up will appear to confirm the record selected for deletion. Click **Yes** to affirm the record should be deleted. Click **No** to cancel the request.
- e. To print a copy of what is to be deleted, click the **Print** button at the top of the page.
- f. To abort the delete, click the **Cancel** button at the top of the page.

3 SUMMARY

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

E-Mail: webptsmh@navy.mil

Commercial: (207) 438-1960

DSN: 684-1690

Fax: (207) 438-6535

4 Data Dictionary

PDREP Field Name	Definition
Acceptance Date	The date of final acceptance by the US Gov't for the material delivered.
Added Activity	DoDAAC or User Code of the activity that added the record to PDREP.
Added Date	Date record was added to PDREP.
Award Date	The calendar date upon which the contracting officer authenticated/awarded the contract.
CAGE	A CAGE Code is a five (5) position code that identifies companies doing business with the Federal Government.
Contract Admin Office	DoDAAC of the Contract Administrative Office for the contract.
Contract (Line) Item Number	A four digit sequential (not necessarily consecutive) number that identifies a separately identifiable item or service associated with a solicitation or contract. Line item numbers should be assigned in accordance with the uniform contract line item numbering system.
Contract Number	The Procurement Instrument Identification Number (PIIN) plus, or, for orders under contracts awarded by other Federal agencies, the contract number of that Federal agency as it appears in the contractual instrument. Also may include a contracts order number (aka SPIIN, Delivery Order Number) when available. An order for supplies placed against an established contract or with Government sources.
Delivery Date	The date material was delivered by the vendor to the US Gov't.
FSC	Federal Supply Class
MAT #	Reference Number for records entered from the Navy shipyard IT system known as Material Access Technology (MAT) system.
NIIN	National Item Identification Code
Quantity	The total number associated with the act of final acceptance
Required Date	Latest date which material or services are <i>required</i> to be delivered IAW the contract. Scheduled delivery per the contract.
Past Performance Indicator	Indicates whether record should be used for supplier past performance delivery evaluation in DoD Past Performance Information Retrieval System-Statistical Reporting (PPIRS-SR) program.
Shipment Date	Date the vendor shipped material.
Shipment Number	Shipment Number used to track a shipment.
SMIC	Special Material Identification Code
Unit Price	The price associated with goods or services procured.
Units	A commonly understood acronym, abbreviation, or other character string that stands for the Unit-Of-Measure for the Line Item. I.e. EA = each, FT = Foot, LB = Pound
Update Activity	DODAAC or User Code of the activity that updated the record to PDREP.
Update Date	Date record was last updated in PDREP.