



**Product Data Reporting and  
Evaluation Program (PDREP)**

**Easy Product Data Reporting  
(EZPDR)**

**Originator Processing and Submission of  
MIRs, PQDRs, SDRs, RGFPs and SGFPs**

**User Guide  
Updated: 21 March 2013**

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## **FOREWORD**

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with Product Data Reporting and Evaluation Program (PDREP) – Automated Information System (AIS) functionalities in submitting Material Inspection Reports (MIR), Product Quality Deficiency Reports (PQDR), and Supply Discrepancy Reports (SDR). PDREP applications are designed to work in concert with existing DoD policy and processes. Proper use of the PDREP – Automated Information System should facilitate compliance with DoD and component service policy.

## **REFERENCES:**

- a. DoDD 5000.2
- b. DLAR 4155.24
- c. DLAR 4140.55
- d. SECNAVINST 4855.3B
- e. NAVSO P3683
- f. SECNAVINST 4355.18A

## INTRODUCTION

This document is intended to guide DoD personnel in the use of the Easy Product Data Reporting (EZ PDR) tool. This is a system for the process of submitting new MIRs, PQDRs, SDRs RGFPs, and SGFPs.

There are two methods of submitting a MIR, PQDR, SDRs RGFPs, or SGFPs:

- a. The Easy Product Data Reporting (EZPDR) application allows personnel to submit MIRs, PQDRs, SDRs, RGFPs and SGFPs without having a PDREP account or User ID. Personnel can also monitor the progress of their submitted records. The EZPDR application is accessible at <https://pdrep.csd.disa.mil/pdrep/ezdr>. A Common Access Card (CAC) or DoD approved public key (PKI) certificate is required to access the EZPDR website.
- b. Personnel may also apply for a PDREP-AIS user account enabling them to submit and manage MIRs, PQDRs, and SDRs directly in the PDREP-AIS. Access to the PDREP- AIS allows additional functionalities for the user to track MIR, PQDR, SDRs, RGFPs and SGFPs as they are processed including enhanced auto-fill, lookup options, data validation, metrics, reports, search functions, and notifications. .

The PDREP-AIS application is accessible via the Product Data Reporting and Evaluation

Program home page: <https://www.pdrep.csd.disa.mil/>

First time PDREP-AIS users will need to submit a User Access request form, available on the NSLC home page. Click on [User Access Request Form](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to the PDREP-ADHOC application or NSLC Detachment Portsmouth home page should be submitted to:

### **Online in the PDREP Application**

If you're already a PDREP User, log on to PDREP: <https://www.pdrep.csd.disa.mil/> Click on the Feedback link at the top of the home page. The Customer Service Request

(Feedback) form will open. Instructions for completion are located at the top of the form.

### **Customer Support Desk**

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

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

### **Mailing Address**

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

# 1 LOGGING ON TO EZ PDR

- a. Access the EZPDR application from PDREP's Home page:

<https://www.pdrep.csd.disa.mil>.

- b. On the left hand column under PDREP ACCESS click on EZ PDR Logon (Figure 1.1).



Figure 1.1

- c. A message box will display requesting a digital certificate be selected (Figure 1.2).

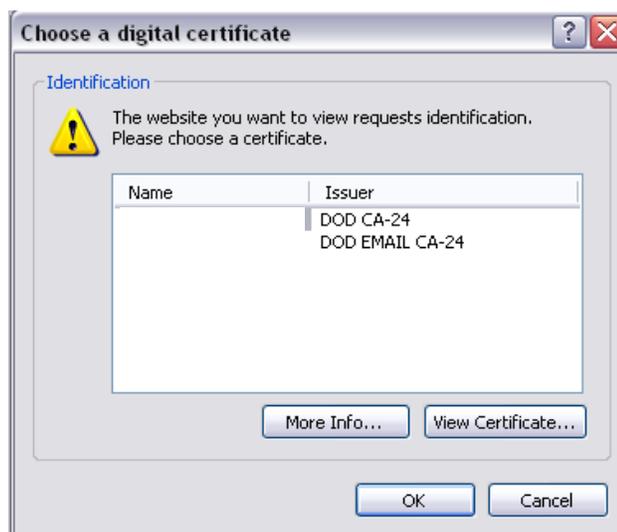
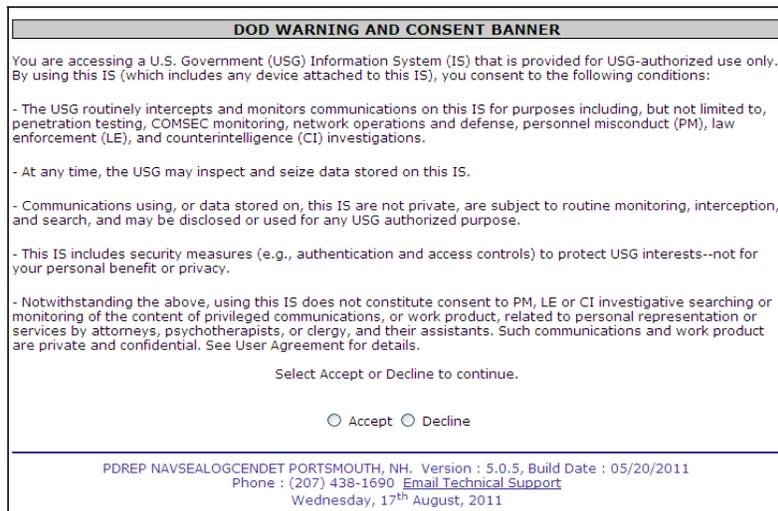


Figure 1.2

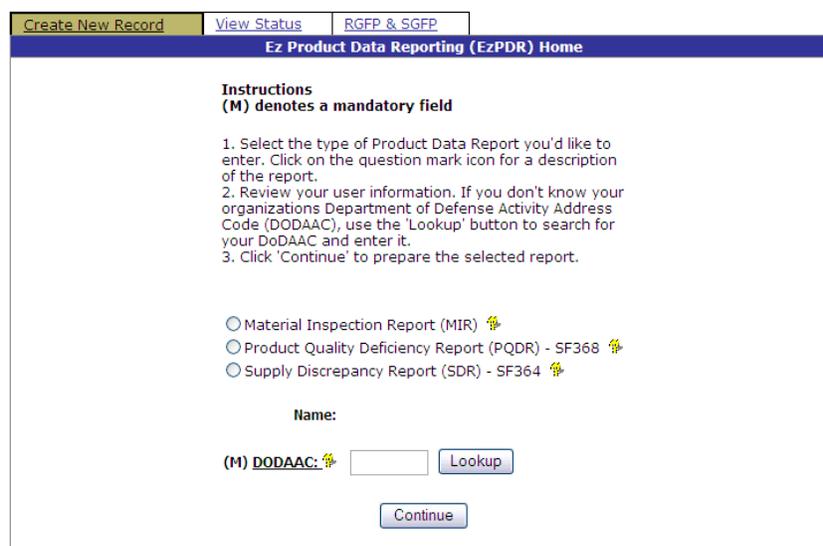
- d. Highlight the certificate to use and click the Ok button.
- e. The DOD Warning and Consent Banner display (Figure 1.3).



**Figure 1.3**

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

The Ez Product Data Reporting (EzPDR Home) screen displays (Figure 1.4).



**Figure 1.4**

## 2 VIEW STATUS OF RECORDS

### 2.1 VIEWING PQDRs

- a. To view the status of records you previously entered, click on the View Status tab, you're now on the EZPDR Worklist page. See Figure 2.1. To access other agencies PQDRs you'll need a PDREP account and be granted access to PQDRs.

The screenshot shows the 'EzPDR Worklist' interface. At the top, there are two tabs: 'Create New Record' and 'View Status'. Below the tabs, there are instructions for using the system. The main content area contains three tables: 'PQDRs Submitted', 'SDRs Submitted', and 'MIRs Submitted'. The 'PQDRs Submitted' table is highlighted with a red border. The 'MIRs Submitted' table shows 'No data found'.

**Instructions**

1. Click on the RCN Number to edit a Draft mode EzPDR record.
2. If an EzPDR record has already been submitted, it cannot be edited.
3. Click on the PDF link to view a work-in-progress PDF rendering of an EzPDR record.
4. Click on the History link (when available) to view the correspondence history of an EzPDR record.

PQDRs Submitted					
Submitted	RCN	Status	View SF368	History & Corresp.	Delete
24-OCT-2011	<a href="#">N45112119944</a>	DRAFT	<a href="#">PDF</a>	NONE	<a href="#">Delete</a>
30-AUG-2011	N45112119929	ACTIVE	<a href="#">PDF</a>	<a href="#">History</a>	
30-AUG-2011	W15GK8116163	ACTIVE	<a href="#">PDF</a>	<a href="#">History</a>	
30-AUG-2011	W15GK8116164	REJECTED	<a href="#">PDF</a>	NONE	
30-AUG-2011	W15GK8116165	REJECTED	<a href="#">PDF</a>	NONE	

SDRs Submitted					
Submitted	RCN	Status	View SF364	History & Corresp.	Delete
18-OCT-2011	N4511211000001	AT ACTION POINT FOR ACTION	<a href="#">Front/ Back</a>	<a href="#">History</a>	
20-OCT-2011	M9882011KC0001	AT ACTION POINT FOR ACTION	<a href="#">Front/ Back</a>	<a href="#">History</a>	
20-OCT-2011	N4511211000002	PRESCREENING	<a href="#">Front/ Back</a>	NONE	
20-OCT-2011	W15GK811KC0001	CLOSED	<a href="#">Front/ Back</a>	<a href="#">History</a>	
24-OCT-2011	<a href="#">N4511211KC0013</a>	DRAFT	<a href="#">Front/ Back</a>	NONE	<a href="#">Delete</a>

MIRs Submitted					
No data found					

**Figure 2.1**

- b. Under the PQDRs Submitted heading there are six columns:
  1. Submitted - The date the PQDR was created.
  2. RCN - This is the PQDR's unique record control number. Clicking a link in this column permits the user to complete submission of draft PQDRs. See Section 3 to complete submission of the PQDR.
  3. Status - The status column displays the current PDREP status code on the PQDR.
  4. View SF368 - The PDF link provides a link to the current SF368 for viewing, printing, or downloads.

5. History and Correspondence – Provides a History link to the PDREP history for the processing of the PQDR. If the history displays NONE, then the screening point has not yet accepted or rejected the PQDR into the PDREP-AIS yet.
  6. Delete - For draft PQDRs only, the Delete link permits the user to remove unnecessary PQDRs from their list when they have not been submitted yet.
- c. Using the Status and History you are able to monitor progress of PQDRs, for example:
1. A PQDR with a status of “Draft” indicates PQDR waiting for the user to complete the submission process will not have a History link until the pre-screener has accepted or rejected the submission.
  2. An “Active” PQDR that has just been submitted into the system, with “NONE” displayed in the History & Correspondence column indicating the record is awaiting the screener to accept or reject the record into the PQDR system.
  3. An “Active” PQDR that’s been accepted will display a History link. The link is in the History & Correspondence column.
  4. A "Rejected" PQDR occurs when the screening point determines that the PQDR should not have been submitted. Reasons for rejection may vary greatly. Click the History link to view correspondence for rejection. For a full explanation of the rejection contact the screening point listed on the PQDR.

Track PQDR

Point of Contact Info for RCN: N45112-11-9929 Cancel

ORIGINATOR POINT OF CONTACT:	[REDACTED]
DODAAC:	N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT 60 DANIEL ST PORTSMOUTH NH 03801-3884 US
SCREENING POINT OF CONTACT:	[REDACTED]
DODAAC:	N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT 60 DANIEL ST PORTSMOUTH NH 03801-3884 US
ACTION POINT OF CONTACT:	DODAAC: ACTION OFFICE:
SUPPORT POINT OF CONTACT:	DODAAC:

History for RCN: N45112-11-9929

Date Released	Senders Name and Email Address	From Activity DODAAC for Processing Level From PQDR That Is Transferred	To Activity DODAAC for Primary Message Recipient	Emailed Message To	Correspondence	Message
08/30/2011 11:57:58	[REDACTED]	N45112			QDR RECORD IMPORTED FROM GADROS KCARR	
08/30/2011 11:59:02	[REDACTED]	N45112	N45112	[REDACTED]	ACCEPTED E2/PQDR INTO PDREP KCARR	SENT TO: [REDACTED]

**Figure 2.2**

- d. The history page displays points of contact and a timeline of significant events in the life of the PQDR. To view the history of a PQDR, click on the History link in the History and Correspondence column. The history shows correspondence and actions between PQDR processing points and can help you determine if the investigation is active or if more information is being requested from you by someone in the PQDR process. Figure 2.2 shows a typical PDREP history with an entry for the initial submission via EZPDR (aka Globally Accessible Deficiency Reporting System or GADROS) and the acceptance by the screening point. Click the Cancel button to go back to the previous page.
- e. Clicking the PDF link retrieves a copy of the current SF368. Figure 2.3 is a sample of the top of a SF368.

PRODUCT QUALITY DEFICIENCY REPORT		LEVEL 1	CATEGORY II CRITICAL SAFETY ITEM	
		INFO ONLY NO	REPAIRABLE ITEM UNK	
1a. FROM (Originator) N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST PORTSMOUTH, NH 03801-3884 US		2a. TO (Screening Point) N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT TEST 80 DANIEL ST PORTSMOUTH, NH 03801-3884 US		
1b. NAME TELEPHONE NO. AND EMAIL [REDACTED]	1c. DATE SUBMITTED 08/30/2011	2b. NAME TELEPHONE NO. AND EMAIL [REDACTED]		2c. DATE
3. REPORT CTRL NO. N45112-11-9929	4. DATE DEFICIENCY DISCOVERED 08/30/2011	5. DEFECTIVE ITEM NATIONAL STOCK NO. (NSN) NSN: 3130-000044587-11		6. DEFECTIVE ITEM NOMENCLATURE NUT, SELF-LOCKING, HE

**Figure 2.3**

- f. To delete a draft PQDR that you have no plans of actually submitting for any reason, click on the Delete link and a pop up will display to confirm deletion. Clicking OK will delete the draft PQDR and remove it from the list. Clicking Cancel will stop the deletion process. Refer to Figure 2.4.



**Figure 2.4**

## 2.2 VIEW SDRs

- a. To view the status of SDR records you previously entered via EZPDR, click on the View Status tab in Figure 2.5. You're now on the EZPDR Worklist page. Please note that in order to view SDRs submitted by other agencies you'll need to get a PDREP account, request access to SDRs, and log in to PDREP.
- b. Under the SDRs Submitted heading there are six columns:
  1. Submitted - The date the SDR was created.

2. RCN - This is the SDR's unique record control number. Clicking a link in this column permits the user to complete submission of draft SDRs. See Section 3 to complete submission of the SDR.
3. Status - The status column displays the current PDREP status code on the SDR.
4. View SF364 - The Front / Back links provides a link to the current SF364 for viewing or printing.
5. History and Correspondence - Provides a History link to the PDREP history for the processing of the SDR. If the history displays NONE, then the screening point has not yet accepted or rejected the SDR into the PDREP-AIS.
6. Delete - For SDRs in Draft status only, the Delete link permits the user to remove SDRs from their work list if they have not been submitted.

[Create New Record](#)   [View Status](#)

**EzPDR Worklist**

**Instructions**

1. Click on the RCN Number to edit a Draft mode EzPDR record.
2. If an EzPDR record has already been submitted, it cannot be edited.
3. Click on the PDF link to view a work-in-progress PDF rendering of an EzPDR record.
4. Click on the History link (when available) to view the correspondence history of an EzPDR record.

PQDRs Submitted					
Submitted	RCN	Status	View SF368	History & Corresp.	Delete
24-OCT-2011	<a href="#">N45112119944</a>	DRAFT	<a href="#">PDF</a>	NONE	<a href="#">Delete</a>
30-AUG-2011	<a href="#">N45112119929</a>	ACTIVE	<a href="#">PDF</a>	<a href="#">History</a>	
30-AUG-2011	<a href="#">W15GK8116163</a>	ACTIVE	<a href="#">PDF</a>	<a href="#">History</a>	
30-AUG-2011	<a href="#">W15GK8116164</a>	REJECTED	<a href="#">PDF</a>	NONE	
30-AUG-2011	<a href="#">W15GK8116165</a>	REJECTED	<a href="#">PDF</a>	NONE	

SDRs Submitted					
Submitted	RCN	Status	View SF364	History & Corresp.	Delete
18-OCT-2011	<a href="#">N4511211000001</a>	AT ACTION POINT FOR ACTION	<a href="#">Front/ Back</a>	<a href="#">History</a>	
20-OCT-2011	<a href="#">M9882011KC0001</a>	AT ACTION POINT FOR ACTION	<a href="#">Front/ Back</a>	<a href="#">History</a>	
20-OCT-2011	<a href="#">N4511211000002</a>	PRESCREENING	<a href="#">Front/ Back</a>	NONE	
20-OCT-2011	<a href="#">W15GK811KC0001</a>	CLOSED	<a href="#">Front/ Back</a>	<a href="#">History</a>	
24-OCT-2011	<a href="#">N4511211KC0013</a>	DRAFT	<a href="#">Front/ Back</a>	NONE	<a href="#">Delete</a>

**MIRs Submitted**

No data found

**Figure 2.5**

- c. Using the Status and History enables you to monitor progress of SDRs, for example:
  1. An SDR with a status of "Draft" indicates that the SDR is waiting for the user to complete the submission process. The SDR will not have a History link until the record is submitted and pre-screener has accepted or rejected the submission.
  2. An SDR with a status of "Prescreening" indicates the SDR that has just been submitted into the system, with "NONE" displayed in the History &

Correspondence column indicating the record is awaiting the screener to accept the record into the SDR system or reject it.

3. An SDR with a status of “Active” indicates that the SDR has been accepted into the
    - A. SDR system and displays a History link.
  4. A Closed SDR is an SDR that has had a reply from the action point, considered resolved, and is no longer being investigated.
  5. A "Rejected" SDR occurs when the screening point determines that the SDR should not have been submitted. Reasons for rejection may vary greatly. Click the History link to view correspondence for rejection. For a full explanation of the rejection, contact the screening point listed on the SDR.
- d. The history page displays points of contact and a timeline of significant events in the life of the SDR. To view the history of a SDR, click on the History link in the History and Correspondence column. The history shows correspondence and actions between SDR processing points and can help determine if the investigation is progressing or if more information is being requested from you by someone in the SDR process.

History					
Point of Contact Info for SDR: N45112-11-0000-01					
<b>ORIGINATOR POINT OF CONTACT:</b> NAVAL SEA LOGISTICS CENTER DETACHMENT [REDACTED]@NAVY.MIL <b>ACTIVITY:</b> N45112 <b>ADDRESS:</b> 80 DANIEL ST STE 400 PORTSMOUTH, NH 03801-3884					
SDR History for SDR: N45112-11-0000-01					
Date Released	From Activity	To Activity	Contact	Correspondence	Message
10/18/2011	N45112	N62649	[REDACTED]	SDR SENT TO ACTION POINT FOR DISPOSITION	
10/18/2011				SDR CREATED (UNRELEASED)	
<input type="button" value="Cancel"/>					

**Figure 2.6**

- e. In Figure 2.6, to view the front side of the SF364 (Originator’s information) click Front. To view the back side of the SF364 (Action Point information) click Back. A view of the SF364 will be presented as in Figure 2.7.

LEVEL I - LEVEL I					
SUPPLY DISCREPANCY REPORT(SDR)		1. DATE OF PREPARATION 02/24/2011	2. REPORT NUMBER 000112 11 AC0013		
3. TO NAME AND ADDRESS (FROM ZP CODE) NAVY SUP WEAPON SYSTEMS SUPPORT MWR3M 3400 CARLISLE PIKE MECHANICSBURG, PA 17055-0730 [REDACTED]@NAVY.MIL		4. FROM NAME AND ADDRESS (FROM ZP CODE) RECEIVED BY 043312 RE CANDEL ST STE 400 PORTER INDUSTRIAL WAREHOUSE 0300 [REDACTED]@NAVY.MIL		5. TRANSPORTATION DOCUMENT NUMBER (BL, Regist, TON, etc.) 00011200000000	
6. SHIPPER'S NAME NAVY SUP WEAPON SYSTEMS SUPPORT MWR3M 3400 CARLISLE PIKE MECHANICSBURG, PA 17055-0730 [REDACTED]@NAVY.MIL		7. OFFICE ADMIN/STRONG CONTRACT		8. REGISTRATION NUMBER (ASSET-Regulation Number Report, etc.) 00011200000000	
9. EMPLOYEE BUILDING AND RECEIPT DATE		10. VENDOR OF ISSUE		11. DISCREPANCY DATA	
12. REPORT NUMBER AND FISCAL YEAR		13. QUANTITY SHIPPED/BILLED		14. QUANTITY RECEIVED	
15. CHECKED TIN STEVEN GROSS/4801 LT NUT SELF LOCKING/4816 RECEIVED		16. QUANTITY SHIPPED/BILLED 0		17. QUANTITY RECEIVED 0	
18. DISCREPANCY CODES		19. QUANTITY SHIPPED/BILLED 0		20. QUANTITY RECEIVED 0	
21. J42701 CODES		22. QUANTITY SHIPPED/BILLED 0		23. QUANTITY RECEIVED 0	
24. REVISIONS		25. QUANTITY SHIPPED/BILLED 0		26. QUANTITY RECEIVED 0	
27. FUNDING AND ACCOUNTING DATA		28. QUANTITY SHIPPED/BILLED 0		29. QUANTITY RECEIVED 0	
30. NAME, TITLE AND PHONE NUMBER OF PREPARING OFFICIAL RENEE WITTE/242400778		31. SIGNATURE		32. QUANTITY SHIPPED/BILLED 0	
33. DISTRIBUTION AND NUMBER FOR COPIES		34. QUANTITY SHIPPED/BILLED 0		35. QUANTITY RECEIVED 0	

Figure 2.7

- f. To delete a draft SDR that you have no longer have plans of actually submitting, click the delete link in the row of the SDR you'd like to delete. See Figure 2.5. A pop-up window will prompt you to confirm deletion. Clicking OK will delete the draft SDR and remove it from the list. Clicking Cancel will stop the deletion process. Refer to Figure 2.8.



Figure 2.8

## 2.3 VIEW MIRs

- The primary purpose of the PDREP MIR application is to collect technical receipt inspection data to provide reports and metrics to management for analysis and action.
- To view the status of records you previously entered, click on the View Status tab in Figure 2.5. You're now on the EZPDR Work List page. To access MIRs submitted by other organizations you'll need to get a PDREP account and log into PDREP.

[Create New Record](#)    [View Status](#)

**EzPDR Worklist**

**Instructions**

1. Click on the RCN Number to edit a Draft mode EzPDR record.
2. If an EzPDR record has already been submitted, it cannot be edited.
3. Click on the PDF link to view a work-in-progress PDF rendering of an EzPDR record.
4. Click on the History link (when available) to view the correspondence history of an EzPDR record.

PQDRs Submitted					
Submitted	RCN	Status	View SF368	History & Corresp.	Delete
24-OCT-2011	<a href="#">N45112119944</a>	DRAFT	<a href="#">PDF</a>	NONE	<a href="#">Delete</a>
30-AUG-2011	N45112119929	ACTIVE	<a href="#">PDF</a>	<a href="#">History</a>	
30-AUG-2011	<a href="#">W15GK8116163</a>	ACTIVE	<a href="#">PDF</a>	<a href="#">History</a>	
30-AUG-2011	W15GK8116164	REJECTED	<a href="#">PDF</a>	NONE	
30-AUG-2011	W15GK8116165	REJECTED	<a href="#">PDF</a>	NONE	

SDRs Submitted					
Submitted	RCN	Status	View SF364	History & Corresp.	Delete
18-OCT-2011	N4511211000001	AT ACTION POINT FOR ACTION	<a href="#">Front/ Back</a>	<a href="#">History</a>	
20-OCT-2011	M9882011KC0001	AT ACTION POINT FOR ACTION	<a href="#">Front/ Back</a>	<a href="#">History</a>	
20-OCT-2011	N4511211000002	PRESCREENING	<a href="#">Front/ Back</a>	NONE	
20-OCT-2011	W15GK811KC0001	CLOSED	<a href="#">Front/ Back</a>	<a href="#">History</a>	
24-OCT-2011	<a href="#">N4511211KC0013</a>	DRAFT	<a href="#">Front/ Back</a>	NONE	<a href="#">Delete</a>

MIRs Submitted					
Submitted	RCN	Status	View MIR	Create PQDR	Delete
09-NOV-2011	N4511299999994	ACTIVE	<a href="#">View</a>	<a href="#">Create</a>	
16-NOV-2011	N4511299999995	ACTIVE	<a href="#">View</a>		
16-NOV-2011	N4511299999996	ACTIVE	<a href="#">View</a>		
17-NOV-2011	N4511299999997	ACTIVE	<a href="#">View</a>		
17-NOV-2011	N4511299999998	ACTIVE	<a href="#">View</a>		
18-NOV-2011	<a href="#">N4511299999989</a>	DRAFT	<a href="#">View</a>		<a href="#">Delete</a>
18-NOV-2011	N4511299999999	ACTIVE	<a href="#">View</a>		

**Figure 2.9**

- c. To view MIRs previously entered, click on the View Status tab in Figure 2.9. You're now on the EZPDR Worklist page.
- d. Under the MIRs Submitted heading there are six columns:
  1. Submitted - The date the MIR was submitted.
  2. RCN - This is the MIR's unique record control number. Clicking a link in this column permits the user to complete submission of draft MIRs.
  3. Status - The status column displays the current PDREP status of the MIR. Status is either "DRAFT" for incomplete submissions or "ACTIVE" for completed submissions.
  4. View MIR - The View link provides a view of the data stored in PDREP.
  5. Create PQDR - Provides a Create link to begin creation of a new PQDR. This is only available when there is a defect quantity greater than one on the MIR.

Clicking this link brings the user to the PQDR originator page shown in Figure 3.3 with data auto-populated directly from the MIR to PQDR. Follow the PQDR submission instructions in section 3 to complete the PQDR submission.

- 6. Delete - The Delete link permits the user remove draft status MIRs.
- e. To delete a draft MIR that you have no plans of submitting, click the Delete link in the row of the MIR you'd like to delete. See Figure 2.10. A pop-up window will prompt you to confirm deletion. Clicking OK will delete the draft SDR and remove it from the list. Clicking Cancel will stop the deletion process.



Figure 2.10

### 3 CREATE AND SUBMIT A NEW PQDR IN EZPDR

#### 3.1 CREATE A NEW EZPQDR

- a. To create a New EZPQDR, select the radial button for Product Quality Deficiency Report in Figure 3.1.

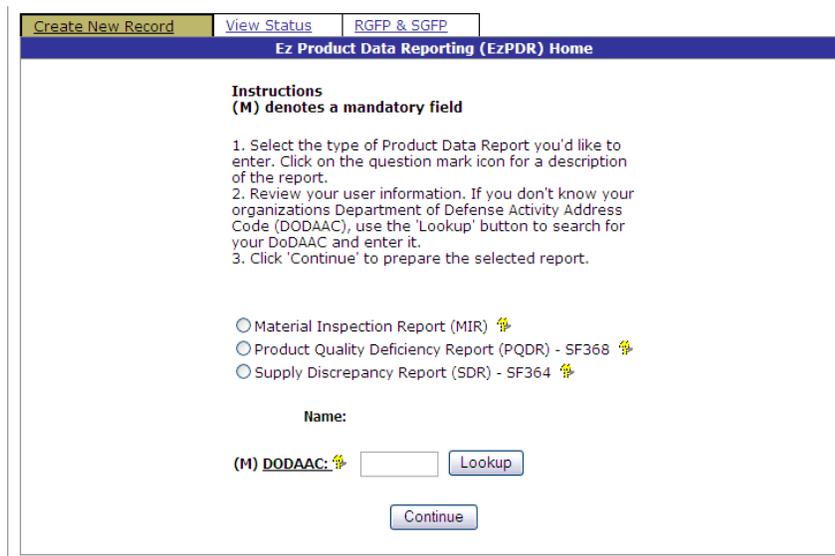


Figure 3.1

- b. Enter your DoDAAC, click the Continue button and the “Create New PQDR” form displays in EZ View (Figure 3.2).

**Create New Record** **View Status**

**Create New PQDR**

**Instructions**  
**(M) denotes a mandatory field**  
 1. Enter RCN, which includes DODAAC, Year, and Serial Number.  
 2. You may optionally enter Requisition Number, FSC, and/or NIIN.  
 3. When entering a Requisition Number, include the suffix if available.  
 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 PQDR** to create PQDR

**PQDR information if using same serialization:**  
 Last Used RCN for Activity N45112 : N45112-119930

**(M) DODAAC:**  **(M) Year:**  **(M) Serial Number:**

**(M) RCN:**

**Requisition Number:**

**FSC:**  **NIIN:**

**DoD Unique Item Identifier:**  Manual Entry  Scan Barcodes

**Add UII**

**Create New PQDR** **Cancel**

**Figure 3.2**

- c. Enter a record control number (RCN); the system suggests the next available RCN for your DoDAAC. The RCN consists of your reporting activity DoDAAC, Year, and Serial Number. These three fields are auto-filled, but can be changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. Typically users start RCN serial numbering sequences with serial number ‘0001’ when there are no previous RCNs for the current year in PDREP.

**Note: An (M) by any data field indicates it is a mandatory field.**

- d. Clicking the yellow question mark next to any field displays information about the data field.
- e. Requisition Number is optional, but is highly suggested as it speeds up processing of your PQDR. Enter the 14 character Requisition Number and when 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 PQDR.
- f. FSC and NIIN fields are optional on this page; however, FSC is a mandatory field when completing the PQDR form. The FSC and NIIN also assist in auto filling additional data fields in the PQDR in the event that the Requisition Number is unable to be located.
- g. DoD Unique Item Identifier (UII) is an optional field. Item unique identification is a DoD requirement that enables life cycle traceability. All UIIs are maintained in the DoD’s Item Unique Identification (IUID) 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 QDR and that other similar markings or barcodes cannot be entered.

1. To add a UII manually, select the “Manual Entry” radial button and enter the UII into the “DoD Unique Item Identifier” field, then click the “Add UII” button.
  2. To add an UII using a scanner, select the “Scan Barcodes” radial 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 you to correct or remove the incorrect UIIs.
  4. There may be many barcodes on supply documentation, boxes, and material. So it is quite possible to scan incorrect marks that are not UIIs. This is why UII must be verified by PDREP prior to permitting them to be added to any PDREP record.
- h. Click the Create New PQDR button to create and auto-populate the new PQDR. Note that PQDR will be auto-populated based on the Requisition Number, FSC-NIIN, and/or UII information provided. Please be patient as the system verifies the UIIs and auto-fills the new record. The Create New PQDR screen EZ View is pictured in Figure 3.3 and Figure 3.4.

**Create New PQDR**

**Instructions**  
**(M)** denotes a mandatory field  
1. Enter mandatory fields  
2. Enter optional fields, if information is known  
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar  
4. To save the record, click **Save Draft**  
5. To forward PQDR to a Screening Point, click **Submit PQDR**  
6. To cancel the process, click **Cancel**  
7. To access only mandatory fields and fields that will expedite processing, click **Switch to EZ View**  
8. Selecting underlined items will provide help for that item

Last Used RCH by TWIEC for Activity R45112 : None found  
Last Used RCH for Activity R45112 : R45112-121003

Aviation Process Indicator

(M) **Category:**  CAT I  CAT II  DLA QUALITY AUDIT  
**Sub-Category:** <SELECT>

(M) **Report Control Number:** Activity Year S/N  
N45112 - 12 - 1004

(M) **Date**  
10/16/2012

(M) 1a. **From**  
**SYSCOM:** 1-NAVSEA

**DODAAC:** N45112  
**Activity Name:** NAVAL SEA LOGISTICS CENTER DETACHMENT  
**Address:** PORTSMOUTH NAVAL SHIPYARD  
**City,State,Zip:** PORTSMOUTH, NH 03804-5000

(M) 1b. **Originator Name, Phone Number & Email Address**

Name	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Use Originator's Profile address as Originator Address

(M) 3. **Description Of Deficiency**  
  
**Supporting Documentation**

(M) **Defect Attribute Codes**  
**DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT?**  YES  NO  
3AI - AUTOMATIC TEST EQUIPMENT  
1AG - BONDING  
1AP - BRAZING  
3AJ - CALIBRATION

**Where Deficiency Discovered**  
<SELECT>

(M) 4. **Date Deficiency Was Discovered**  
10/16/2012

5. **Deficient Item National Stock Number (NSN)**  
**COG**  **(M)FSC**  **NIIN**  **SMIC**   **Critical Safety Item**  
N

(M) **Material Level Code**  
21-NOT APPLICABLE

(M) 6. **Deficient Item Nomenclature**  
  
**Procurement Group Code (PGC)**  **DODIC/NALC (ammunition)**   
**Unit Cost**  **Unit of Issue**  **Credit Card Buy Indicator**   
0 <SELECT>  
**Estimated Repair Cost**  **Job Order-Keep**   
0  
**MIR Serial No.**  
 -    
**Shipper's DODAAC/CAGE Code**  
    
**GBL Number**

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

8. **Deficient Item Part Number**

**Figure 3.3**

9a. **Manufacturer/Vendor CAGE Code**

**Vendors' CAGE Code** (Please check if CAGE Code belongs to Vendor)

**Repair Facility's CAGE Code** (Please check if CAGE Code belongs to Repair Facility)

10. **Quantity**

(M) a. **Received**  b. **Inspected**  (M) c. **Deficient**  d. **In Stock**

**DoD Unique Item Identifier**

Manual Entry  Scan Barcodes

11. **Serial, Lot, or Batch Number**  **Serial/Lot/Batch Type**

(M) 12. a. **Item**  **Repairable Item**

b. **Date MFRD/Repaired/Overhauled**   **MFRD/Repaired/Overhauled**

c. **Last Repair Facility (CAGE or DoDAAC)**

13. a. **Contract Number**  **Delivery Order Number**  **Contract Line Item No.**

b. **Requisition/Document Number**

c. **Purchase Order Number**

(M) 14. **Government Furnished Material**

15. a. **Item Under Warranty**  b. **Warranty Expiration Date**

16. **End Item EIC/WUC/TAMCN**

17. a. **Next Higher Assembly NSN**

COG  FSC  NIIN  SMIC

b. **Nomenclature**  c. **Part Number**  d. **Serial Number**

18. a. **End Item NSN**

COG  FSC  NIIN  SMIC

b. **Nomenclature**  c. **Type/Model**  d. **Serial Number**

19. **Current Disposition of Deficient Item (the Exhibit)**

20. **Location of Deficient Material (DODAAC/CAGE)**

**Location of Exhibit Narrative** (Provide details as to where the material is currently stored.)

**Material Return Address**

**Store as Hazardous Material**

21. **Action Requested**

(M) **Status**

**Figure 3.4**

i. Click the Cancel button to return to the previous screen without saving any changes.

## 3.2 ENTER DATA INTO THE PQDR

- a. Clicking the Switch to Standard View button places all available data entry fields on the user's display (Figure 3.5, Figure 3.6, and Figure 3.7). The button then changes its display to Switch to EZ View. The Switch to EZ View button displays only the fields listed on the SF368 and any additional mandatory fields required by a service for PQDR submission. Please remember that as much info as possible should be submitted to assist PQDR personnel that receive the PQDR the best chance to process your PQDR without having to contact you at some later date for more information. The default view is the EZ View.

Create New Record
View Status

Create New PQDR

**Instructions**  
**(M)** denotes a mandatory field

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To save the record, click **Save Draft**
5. To forward PQDR to a Screening Point, click **Submit PQDR**
6. To cancel the process, click **Cancel**
7. To access all available data entry fields, click **Switch to Standard View**
8. Selecting underlined items will provide help for that item

Save Draft
Add/View Attachments
Submit PQDR
Cancel

Switch to Standard View

Last Used RCN for Activity N45112 : N45112-122022

Aviation Process Indicator

(M) Category:     CAT I     CAT II     DLA QUALITY AUDIT

(M) Report Control Number:           

(M) Date:  
10/16/2012

(M) 1a. From  
SYSCOM:    

**DODAAC:**    N45112

**Activity Name:**    NAVAL SEA LOGISTICS CENTER DETACHMENT

**Address:**    PORTSMOUTH NAVAL SHIPYARD

**City,State,Zip:**    PORTSMOUTH, NH 03804-5000

(M) 1b. Originator Name, Phone Number & Email Address

Name	Telephone Number	Email Address
WIECHMAN,THEODORE,J.JR	207-438-6471	THEODORE.WIECHMAN@NAVY.MIL

(M) 3. Description Of Deficiency

(M) Defect Attribute Codes  
**DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT?**     YES     NO

3AI - AUTOMATIC TEST EQUIPMENT

1AQ - BONDING

1AP - BRAZING

3AJ - CALIBRATION

(M) 4. Date Deficiency Was Discovered

Figure 3.5

5. Deficient Item National Stock Number (NSN)

COG (M)FSC NIIN SMIC

(M) 6. Deficient Item Nomenclature

7. Operating Time at Failure

(Specify hours, days, cycles, etc.)

8. Deficient Item Part Number

9a. Manufacturer/Vendor CAGE Code

Vendors' CAGE Code (Please check if CAGE Code belongs to Vendor)

Repair Facility's CAGE Code (Please check if CAGE Code belongs to Repair Facility)

10. Quantity

(M) a. Received b. Inspected (M) c. Deficient d. In Stock

11. Serial, Lot, or Batch Number Serial/Lot/Batch Type

(M) 12. a. Item Repairable Item

b. Date MFRD/Repaired/Overhauled MFRD/Repaired/Overhauled

c. Last Repair Facility (CAGE or DoDAAC)

**Figure 3.6**

13. a. Contract Number      Delivery Order Number  
     

b. Requisition/Document Number  
     

c. Purchase Order Number

(M) 14. Government Furnished Material

15. a. Item Under Warranty      b. Warranty Expiration Date  
     

16. End Item EIC/WUC/TAMCN

17. a. Next Higher Assembly NSN  
COG   FSC   NIIN   SMIC  
        

b. Nomenclature      c. Part Number      d. Serial Number  
           

18. a. End Item NSN  
COG   FSC   NIIN   SMIC  
        

b. Nomenclature      c. Type/Model      d. Serial Number  
           

19. Current Disposition of Deficient Item (the Exhibit)

20. Location of Deficient Material (DODAAC/CAGE)

Location of Exhibit Narrative (Provide details as to where the material is currently stored.)

Material Return Address

Store as Hazardous Material

21. Action Requested

(M) Status

**Figure 3.7**

- b. Actions available in both the Standard View and the EZ View include the following.
1. The Save Draft button may be used at any time to save your work as a draft to return to it later or perform occasional saves of data previously entered. Once a PQDR has been submitted and is no longer a draft this button will change its display to a Save button. The Save button permits the originator to make corrections or update fields they may have left blank on the PQDR after it is submitted.
  2. The Add/View Attachments button enables the user to attach typical word processing documents and pictures to the PQDR for submission.
  3. The Submit PQDR button is clicked when you're ready to complete the PQDR submission process. Clicking this button will lead you through the process of forwarding your PQDR to an appropriate screening point. This button changes it's display to read Save and Exit after the PQDR is submitted to a screening point. The Save and Exit button permits the originator to make corrections or update fields they may have left blank on the PQDR after it is submitted and exit back to the Originators Point Data Entry base page.
  4. The Cancel button returns you to the previous screen that navigated you to the current screen. If data was not saved using the Save Draft button, any data typed on the page is NOT saved; however, if the Save Draft button had been clicked at any time, then the data at that point was saved.
  5. SF368 Category: This defaults to CAT II. The PQDR should only be identified as CAT I if the failure of the deficient item could cause serious damage or harm to equipment or personnel. When CAT I is selected a Category I Justification is required. Note: PQDRs submitted as a result of a DLA Audit are always CAT II.
  6. Sub-Category: This field is used to describe the nature of PQDR or the record type associated with the PQDR submission.
  7. SF368 Report Control No.: The RCN consists of the 6 character DoDAAC of the originating activity, the 2 digit year, and a four digit serial number. Each PQDR must have a unique RCN, no duplications are allowed. The page displays the last RCN created by you for your current activity, and by your activity's DoDAAC.
  8. SF368 Date: When the PQDR is a draft it displays the current date. Once the PQDR is submitted the date is locked in as the date the PQDR was submitted. Also, known as the preparation date.
  9. SF368 Block 1a From: The SYSCOM field defaults to the SYSCOM value for the originating activity's DoDAAC and can be edited, if needed. The activity name, address, city, state, and ZIP will default to the address for the activity (DoDAAC) in your User Profile. Also, if you have a different physical address in your User Profile than the default for the DoDAAC in then you may check "Use Originator's

Profile address as Originator Address” to use the address from your User Profile instead.

10. SF368 Block 1b Originator Name, Phone Number & Email Address: These will default to the information in your User Profile, but can be changed if you are entering a PQDR on behalf of another Originator.
11. SF368 Block 2 Screening Point: Mandatory for Army only all other reports are automatically routed to a screening point based on various criteria. This field only displays on PQDRs where the SYSCOM is Army.
12. US Army originators must manually select one of the following screening activities:
  - A. W15GK8 - CECOM
  - A. W52P1J - JMC
  - B. W58HZ1 - TACOM Natick
  - C. W81D17 - AMCOM
  - D. W81D19 - TACOM Warren
  - E. W91AS2 - TACOM Rock Island
  - F. W912F1 - ECBS Rock Island Chem Bio
13. Navy PQDRs submitted by SYSCOMS = NAVSEA, NAVAIR, SPAWAR, NAVFAC, NAVSUP, or Other Navy are automatically routed to a screening point as determined by deficient items cognizance code (COG).
  - A. COG Code 0R, 1R, 2M 2V, 2W, 4M, 4R, 4V, 5R, 6K, 6R, 6V, 7R, 8M, 8N are routed to N00019 COG Code 2E, 2T, or 8U are routed to N60530
  - B. All other PQDRs are routed to N00104
  - C. All US Marine Corps PQDRs submitted are routed to M90368
  - D. PQDRs submitted by any other agency, service or SYSCOM not listed above are sent to a PDREP administrator for review at N45112.
14. SF368 Block 3 Description of Deficiency: Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings, and design specifications.
15. Supporting Documentation: Enter supporting information such as drawings, specifications, software, hardware, environmental conditions, or other related data at the time of defect discovery.
16. Category I Justification: This block only appears if CAT I is selected. If the PQDR was classified as Category I then a justification is required.
17. Defect Attribute Codes: If you suspect counterfeit materiel, answer the question **DO YOU SUSPECT THIS MATERIAL TO BE COUNTERFEIT?** by clicking “YES,” doing so will automatically select the “5AS-COUNTERFEIT MATERIEL, SUSPECT.” More than one Defect Attribute Code may be selected. Select a Defect Attribute Code(s) from the drop-down list, click Add Defect Code

button. To select multiple codes hold down the control <Ctrl> key while selecting. Click Delete next to any incorrect code to remove it from the list.

18. Where Deficiency Discovered: Select a code from the drop-down list.
19. SF368 Block 4 Date Deficiency Discovered: Defaults to the current date, but can be edited.
20. SF368 Block 5 Deficient Item National Stock Number: The NSN (National Stock Number) is made from the COG (Cognizance Symbol used by Navy only), FSC (Federal Supply Class), NIIN (National Item Identification Number), and SMIC (Special Material Identification Code used by Navy only). Can be auto-filled from the NIIN but can also be edited. At a minimum an FSC must be supplied in order to process a PQDR. The Lookup FSC button is a link to an external website that allows the Originator to research the FSC codes.
21. Critical Safety Item: Auto-fills from the NIIN and may not be edited.
22. SF368 Block 6 Deficient Item Nomenclature: Auto-fills based on the NIIN (or FSC if NIIN not filled in) and may be edited, if no nomenclature is auto-populated. Note: Required for Army PQDRs.
23. Material Level Code: Select the Material Level Code (Navy only) Defaults to "Not Applicable." This field may auto-fill based on the NIIN.
24. Procurement Group Code (PGC): This is a DLA field that auto-fills from the NIIN if the deficient material is a clothing item.
25. DODIC/NALC: Used to identify the Department of Defense Identification Code (DODIC) or Naval Ammunition Logistics Code (NALC) for ammunition components.
26. Unit Cost: May be filled automatically from the NIIN if one was provided. Enter or edit the correct Unit Cost if known.
27. Unit of Issue: Select the unit (e.g. EA-Each, LO-Lot, etc.) in which the item is issued. This will also be automatically filled if a valid NIIN was provided.
28. Credit Card Buy Indicator: Check the credit card indicator if the deficient material was acquired through a local credit card purchase.
29. Estimated Repair Cost: Enter an estimated repair cost, if known.
30. Job Order: Enter the Job Order number and the designator for the operation.
31. KEOP if the material is designated for use in a specific job order. This is typically used by Navy activities.

32. MIR Serial Number: To associate a Material Inspection Report (MIR) or Acceptance Inspection Discrepancy Report (AIDR) with the deficient item, enter the MIR/AIDR Serial Number and click Add MIR. To remove a MIR/AIDR, left click on the MIR number to highlight it and click the “Remove MIR” button.
33. Shipper’s DoDAAC/CAGE Code: Enter the Shipper’s DoDAAC or CAGE Code if known or click Lookup CAGE or Lookup DoDAAC. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the name of the shipper is known.
34. GBL No.: Enter the Government Bill of Lading (GBL) number from shipping paperwork if provided.
35. SF368 Block 7 Operating Time at Failure: If the deficient item was already installed or used, specify in the appropriate units (e.g. hours, cycles, etc.).
36. SF368 Block 8 Deficient Item Part Number: Enter if known. Mandatory for Army PQDRs.
37. SF368 Block 9a Manufacturer/Vendor CAGE Code: Enter if known or click Lookup. This should be the CAGE of the manufacturer, vendor, or repair facility that was most recently responsible for the deficient item. The Lookup button provides a search tool to find the CAGE if the Name of the Manufacturer or Vendor is known. If the CAGE refers to a Vendor or Repair Facility then check the appropriate checkbox.
38. SF368 Block 10 Quantity a. Received, b. Inspected, c. Deficient, and d. In Stock: Enter the quantities received, inspected, deficient, and remaining in stock (e.g. the number of the same item currently in inventory from the same manufacturer or supplier, if known).
39. SF368 Block 11 Serial, Lot, or Batch Number: If a serial, batch, or lot number was supplied with the material then enter it here.
40. Serial/Lot/Batch Type: Choose whether the number (if any) supplied in block 9 is a Batch, Lot, Serial, or Heat number.
41. Unique Identification Identifier (UII): Enter the UII here if the deficient item has a government-issued Unique Item Identifier (UII).
42. Block 12a. Item: Select whether the deficient item is New, Overhauled, and Repaired or choose Unknown.
43. Repairable Item: Select Yes, No, or Unknown. If the item is identified as Repairable then a serial number will be required. Mandatory for Navy Activities.

**Note: Defaults to “Unknown” for Army users. Non-Navy activities are not required to supply this information.**

44. SF368 Block 12b. Date MFRD/Repaired/Overhauled: Enter if known.
45. MFRD/Repaired/Overhauled: Select whether the date in Block 12b applies to when the item was Manufactured, Repaired, or Overhauled.
46. SF368 Block 12c. Last Repair Facility: Enter the DoDAAC or CAGE of the last repair facility. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the Name of the last repair facility is known.
47. SF368 Block 13a. Contract Number and Contract Line Item No.: Enter if known or check the box to indicate not provided/unknown.
48. SF368 Block 13b. Requisition/Document Number: Enter if known or check the box to indicate not provided/unknown. This will be populated by the information entered on the create PQDR screen.
49. SF368 Block 13c. Purchase Order Number: Enter if known and applicable.
50. F368 Block 14. Government Furnished Material: Select whether the deficient item was furnished by the government to a contractor for use in the contractor's manufacturing or assembly process.
51. SF368 Block 15a. Under Warranty: Select whether the item is Under Warranty if known.
52. SF368 Block 15b. Warranty Expiration Date: This date is required if the deficient item is under warranty.
53. SF368 Block 16. EIC/WUC/TAMCN: Enter the Navy Equipment Identification Code (EIC), Air Force Work Unit Code (WUC), or USMC Table of Authorized Materiel Control Number (TAMCN) where the deficient item is used.
54. SF368 Block 17a. Next Higher Assembly NSN: If the item is used in another assembly before being used in the end item, enter information about the Next Higher Assembly's (NHA) COG, FSC, NIIN, and SMIC. After entering the NHA's NIIN other blocks related to the NHA will attempt to auto-fill.
55. SF368 Block 17b. Next Higher Assembly Nomenclature: Enter description of the NHA.
56. SF368 Block 17c. Next Higher Assembly Part Number: Enter the part number of the NHA.
57. SF368 Block 17d. Next Higher Assembly Serial Number: Enter the serial number of the NHA.
58. SF368 Block 18a. End Item NSN: Enter as much information as is known about the end item or program where the deficient item would be installed or used (e.g.

SSN-706, USS Albuquerque, and F-16). After entering the End Item's NIIN other blocks related to the end item will attempt to auto-fill.

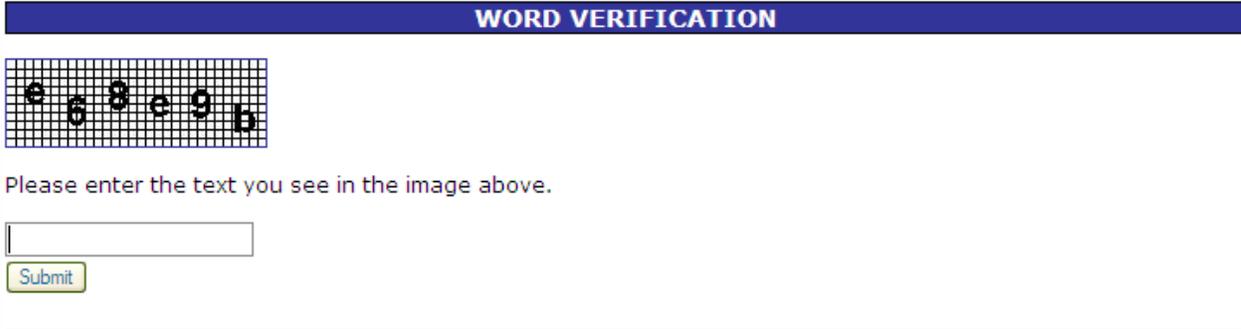
- 59. SF368 Block 18b. End Item Nomenclature: Enter description of the end item.
- 60. Block 18c. End Item Type/Model: Enter the type or model of the end item.
- 61. SF368 Block 18d. End Item Serial Number: Enter the serial number of the end item.
- 62. SF368 Block 19. Current Disposition of Deficient Item (the exhibit): Defaults to H- Holding. This can be changed if needed but in most cases if an investigation is expected then the Originator is directed to hold the deficient item(s) pending an exhibit request.
- 63. SF368 Block 20. Location of Deficient Material: Enter the appropriate DoDAAC or CAGE Code.
- 64. SF368 Block 21. Action Requested: Select a code that best describes your expectations/ recommendation for the handling of this PQDR.

**Note: If material return or replacement is requested then please supply a detailed**

- 65. Material Return Address after selecting your recommendation.
- 66. Location of Exhibit Narrative: Enter a narrative to assist in locating the material for investigation or disposition.
- 67. Material Return Address: Enter a return address in the event that the exhibit is shipped to location other than the originator's location.
- 68. Store as Hazardous Material: Check if material is stored as hazardous.
- 69. Status: Defaults to A-ACTIVE. This can be changed if the PQDR:
- 70. Is for Information Only, in which case the status should be set to AI
- 71. Was entered as a result of Defective Material Summary or is a stock screening request then set to A9.

### 3.3 SUBMIT THE PQDR

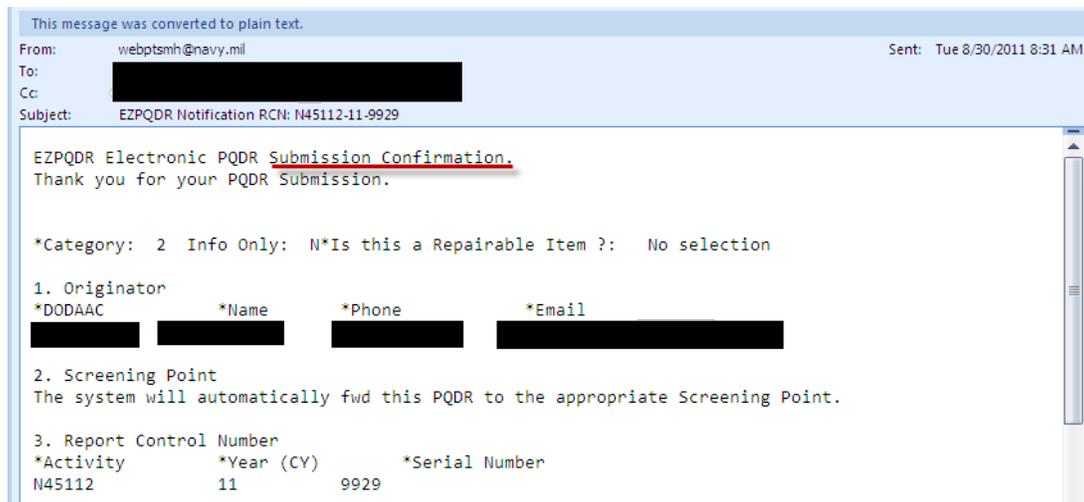
- a. After completing all the mandatory fields and any other pertinent data on the Create New PQDR web pages described in the previous section of this user guide, click the Submit PQDR button then send the completed PQDR to a screening point. The EZPDR application will validate that mandatory fields have appropriate data entries, and error messages will indicate where changes are required. When the validation is passed the Word Verification screen in Figure 3.8 displays:



The screenshot shows a web interface for word verification. At the top, a blue header contains the text "WORD VERIFICATION". Below the header is a grid of characters: "e 6 8 e 9 b". Underneath the grid, the text "Please enter the text you see in the image above." is displayed. Below this text is an empty text input field and a "Submit" button.

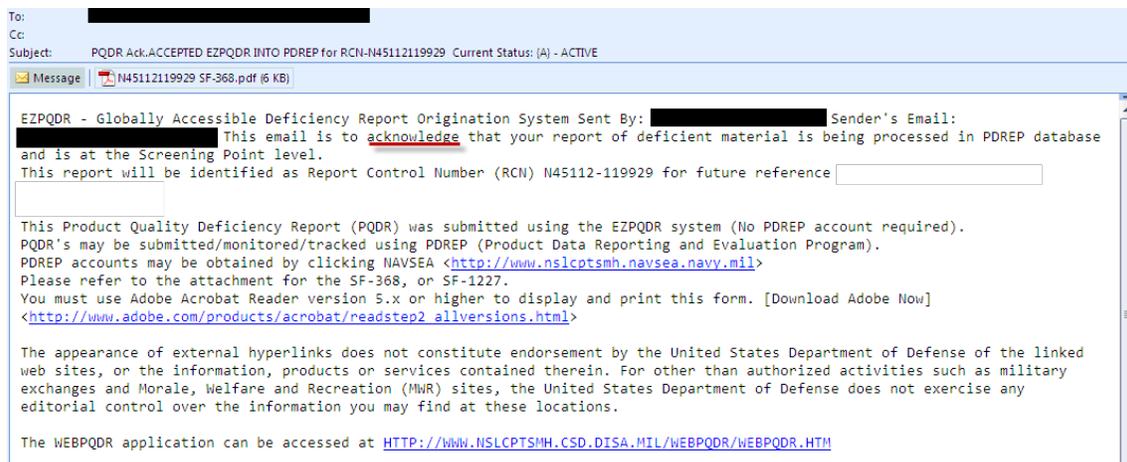
**Figure 3.8**

- b. This verification is required to ensure data integrity and network security. Enter the letters and numbers in the sequence as displayed and select “Submit.” You’ve completed the submission process.
- c. Once submitted, the PQDR will be reviewed by a Screening Point for completeness and accuracy. They may contact the Originator to clarify information and/or fill in incomplete data. The Screening Point has the option to accept or reject the PQDR. The Originator is notified by email when the PQDR is submitted.
- d. Your PQDR submission will be confirmed by email from the EZPDR system. Figure 3.9 is a sample of the email.



**Figure 3.9**

- e. Once the PQDR submission is completed, you'll be returned to the EZPDR Home Page.
- f. To view previously submitted PQDRS, click on the View Status tab. Use the View Status tab (see Section 2 of this user guide) to locate draft PQDRs or view the status of your submitted PQDRs.
- g. Your PQDR submission will be screened and when the PQDR is accepted you'll be notified by email again and notified of the Screening Point decision. Once accepted, the EZPQDR is entered into the PDREP database and is processed the same as a record entered through PDREP. A sample of the acceptance email is shown in Figure 3.10.
- h. If for any reason your PQDR is not accepted you'll also be notified by email and the
- i. PQDR will be removed from your View Status list for PQDRs.



**Figure 3.10**  
 Page 25 of 54

## 4 CREATE AND SUBMIT AN SDR IN EZPDR

### 4.1 CREATE A NEW SDR

- a. To create a new SDR, select the Radial button for Supply Discrepancy Report (Figure 4.1).

Create New Record View Status

**Ez Product Data Reporting (EzPDR) Home**

**Instructions**  
**(M) denotes a mandatory field**

1. Select the type of Product Data Report you'd like to enter. Click on the question mark icon for a description of the report.
2. Review your user information. If you don't know your organizations Department of Defense Activity Address Code (DODAAC), use the 'Lookup' button to search for your DoDAAC and enter it.
3. Click 'Continue' to prepare the selected report.

Material Inspection Report (MIR) ?

Product Quality Deficiency Report (PQDR) - SF368 ?

Supply Discrepancy Report (SDR) - SF364 ?

Name:

(M) DODAAC:

Figure 4.1

- b. Enter your DoDAAC. Click the “Continue” button and the “Create New SDR” form displays, see Figure 4.2.

Create New Record View Status

**Create New SDR**

**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

**SDR information if using same serialization:**  
**Last Used RCN for Activity N45112 : None found**

(M) DODAAC: (M) Year: (M) Serial Number:

(M) RCN:

(M) Requisition Number:

FSC:  NIIN:

DoD Unique Item Identifier:  Manual Entry  Scan Barcodes

Figure 4.2

- c. Enter a record control number (RCN). The system will suggest the next available RCN for your DoDAAC based on your previous entries. The RCN consists of your reporting activity DoDAAC, Year, and Serial Number. These three fields are auto-filled, but can be changed. As a reference, the last RCN used by the reporting activity and the individual are listed if there are previous submissions. RCNs may only be used once. Typically, users start RCN serial numbering sequences with serial number '000001' when there are no previous RCNs for the current year in PDREP. An (M) by any data field indicates it is a mandatory field for submitting the SDR.
- d. Requisition Number is Mandatory. Enter the 14 character Requisition Number and, when 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.
- e. FSC and NIIN fields are optional on this page; however, FSC is a mandatory field when completing the SDR form. The FSC and NIIN also assist in auto-filling additional data fields in the SDR in the event that the Requisition Number cannot be located.
- f. DoD Unique Item Identifier (UII) is also an optional field. Item unique identification is a DoD requirement that facilitates life cycle traceability. All UIIs are maintained in the DoD's Item Unique Identification (IUID) 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 QDR and that other similar markings or barcodes cannot be entered.
  1. To add a UII manually, select the *Manual Entry* radial button and enter the UII into the "DoD Unique Item Identifier" field, then click the *Add UII* button.
  2. To add an UII using a scanner, select the *Scan Barcodes* radial 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 you to correct or remove the incorrect UIIs.
  4. There may be many barcodes on supply documentation, boxes, and material. So it is quite possible to scan incorrect marks that are not UIIs. This why UII must be verified by PDREP prior to permitting them to be added to any PDREP record.
  5. Click the *Create New PQDR* button to create and auto-populate the new PQDR. Note that PQDR will be auto-populated based on the Requisition Number, FSC-NIIN, and/or UII information provided. Please be patient as the system verifies the UIIs and auto-fills the new record.
- g. Click the Create New SDR button complete the SF364 data entry for your SDR submission. The SDR Originator – Edit page displays (Figure 4.3and Figure 4.4).

[Create New Record](#) | [View Status](#) | **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 save the record, click **Save Draft**  
 7. To forward SDR to an Action Point, click **Submit SDR**  
 8. To cancel the process, click **Cancel**

|  |  |

(M) SDR Type:

(M) Problem Type:

Date Discrepancy Discovered:

1. Date Of Preparation:

(M) 2. Report Control Number:  -  -

Associated FMS No:

---

(M) 3. To:  (Enter RIC, DODAAC or CAGE)

Name:

Address:

Email:

PDREP Email Addresses:

---

(M) 4. From:  (Enter DODAAC)

Name:

Address:

Email:

PDREP Email Addresses:

---

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

Name:

Address:

Email:

PDREP Email Addresses:

5b. Invoice Number:  Invoice Date:

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

---

(Purchase Order/Shipment, etc.)

7a. Shipper's Number:

7b. Office Administering Contact:  (Enter DODAAC)

Purchase Order Number:  (Do not add dashes)

Contract Number:  (Do not add dashes)

Delivery Order Number:  (Do not add dashes)

Name:   
 Address:

**Figure 4.3**

(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									
Nomenclature: <input type="text"/>					Part No.: <input type="text"/>				
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"/>

Received (If NSN discrepancy or wrong item)									
Nomenclature: <input type="text"/>					Part No.: <input type="text"/>				
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

Condition Code:

(M) Discrepancy Codes:

(M) 11. Action Codes:

(M) 12. Remarks:

13. Funding and Accounting Data:   
 Credit Card Indicator:   
 EMail Indicator:   
 Job Order:  Key-Op:  Fund Code:  Project:   
 Location of Exhibit Narrative: (max 200 characters)   
 Hazardous Material:  Material Level Code:

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

15. Distribution Addresses for Copies (e.g.,NRR0, CPY to File):

MIR Serial Number:  -

Tracking & Control Data	
SAC Code:	<input type="text" value="&lt;SELECT&gt;"/>
Physical Security Code:	<input type="text" value="&lt;SELECT&gt;"/>
Action Point Due Date:	<input type="text"/> <input type="button" value="Calculate Due Date"/>

Figure 4.4

## 4.2 ENTER DATA INTO THE SDR

- a. At a minimum the mandatory fields designated with a (M) must be entered to submit the SDR. After filling out all the mandatory fields, use the Submit SDR button to complete the SDR submission; otherwise, the record may be saved as a draft by clicking the Save Draft button. To exit without saving any new information, click the Cancel button. To add or view attachments on the SDR, click the Add/View Attachments button. Follow the onscreen instructions to add attachments.
- b. Enter the Originator's SDR information in each field of the SDR Originator's Edit Page. Fields and actions in the SDR Originator – Edit page are described below.
  1. SF364 SDR Type - Select Packaging, Shipping, or Packaging\Shipping (which means both) from the drop-down selection provided.
  2. Problem Type - Select a Problem Type from the drop-down box.
    - A. 6-Customer Originated, Vendor or Contractor Delivered
    - B. 7-Customer Originated, Depot or Stock System Delivered (DEFAULT)
  3. Date Discrepancy Discovered - The date the shipping or packaging discrepancy was discovered
  4. SF364 Block 1 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.
  5. SF364 Block 2 Report Number - This is the report control number (RCN).
  6. Associated FMS Report No. - If generating a Foreign Military Sale (FMS) version of the SDR, enter the FMS Report Number in this field.
  7. SF364 Block 3 To: (Action point) PDREP will attempt to pre-populate this Action Point information based on the Requisition Number provided on the Create New SDR webpage. You may manually enter the CAGE, RIC or DoDAAC of the Action Point. Entering, replacing or changing the "TO:" will automatically update the address information in the Block 3, see Figure 4.4.

### **Note: ARMY Guidance**

- A. If you are required to enter an Army Action Activity RIC you MUST submit the SDR to a valid Army Source of Supply (SOS) RIC. The ONLY valid Army Action Activity/Source of Supply RICs are AKZ, A12, A35, AJ2, B14, B16, B17, B46, B64, or B69.
- B. DO NOT change/overlay the Action Activity RIC PRE-FILLED by DoD WebSDR if the RIC is one of the RICs cited in paragraph 1.

- C. DO NOT submit SDRs to Single Stock Fund (SSF) site RICs OR to Army shipping depot RICs.
  - D. If an incorrect Army Action Activity RIC is entered, the submitter WILL NOT KNOW that the SDR has dropped out of the automated process; the SDR will require manual intervention for routing thereby causing a delay in response.
  - E. The Source of Supply (SOS)/Army Action Activity can be determined from your shipping documentation (check the RIC in record position 67-69 of the DD 1348-1A), or by accessing WEBFLIS <http://www.logisticsinformationservice.dla.mil> LOGTOOLS, WEBFLIS, Public Search, enter NIIN/NSN or Part Number. (The FLIS SOS will not apply if your requisition was filled by AJ2.)
8. A default email may be auto-populated after clicking the auto-fill button if a default email account was established by the Action Point in system for the DoDAAC entered. If a default inbox does not appear, you may choose an email from the Suggested email Addresses list and clicking the *Set Email* button to associate that email address to the Block 3 DoDAAC.
9. 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 USMC Material Management Code and updates the Action Point email to the appropriate USMC materiel manager.
- A. If EZPDR does not pre-populate the Block 3 “TO:” DoDAAC, check shipping paperwork. It’s always a good idea to check your paperwork and make sure it matches the SDR prior to submission.
  - B. If using a DD Form 1348-1, see Figure 4.4 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.
  - C. To determine the routing identifier code (RIC) for source of supply, Action Point, that purchased the material for stock, check columns 67-69 on the DD 1348-1 form.
  - D. In the example below, routing identifier code (RIC) SNE, a distribution depot, is the shipper and S9E is the source of supply.

1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO									
UNIT PRICE										DOLLARS										CITY									
0002000000000000										W25G11										N70272									
01069										061160										74389									
00001000000000										000000										34380									
0										0										0									
CABLE ELECTRIC BRASS/BRONZE/COPPER										CABLE, TELE																			
3										YC4HR76																			
BIN:										PCN:										YC4HR76									

ASASNES RL00002 N68566B05 9NYP515081 S9EAA

N7027210676016

6145002841499

SNE RL 00002 A 9N 0002004

YC4HR76

REC OCN: JON:

SPI:

DMIL: A HCC: CIIC: U

YYW5291 PARTIAL SHIPMENT

STOCK FUND

D/C-PR: DCCL/L112 / DSG: BIN: YC4HR76

Figure 4.5

10. SF364 Block 4 From: (Originator) - The EZPDR system enters the user's DoDAAC that was previously entered on the EZPDR Home Page and the last email address used from previously submitted SDRs for the Originator of the SDR. This way the Originator's DoDAAC, physical address, and email address are pre-populated by the system. Any of the values in the Originator fields may be modified. Replacing or changing the "FROM:" DoDAAC automatically updates the address information in the Block 4.
11. SF364 Block 5a Shipper's Name - PDREP will attempt to pre-populate this Shipper information based on the Requisition Number provided on the Create New SDR webpage. You may manually enter the CAGE, RIC or DoDAAC of a Shipper. Entering, replacing, or changing the "Shipper's Code" will automatically update the address information in the Block 5A.
12. SF364 Block 5b Invoice Number and Invoice Date – If known, enter the Invoice Number and date of vendor's invoice or shipper's bill number.
13. SF364 Block 6 Transportation Document No. - 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."

14. SF364 Block 7a Shipper's No. - Add a contract or shipment number and optional date. Click Add Shipment No. after entering the shipment number and date. If more numbers and dates. It is important to click Add Shipment No. when adding shipment information to the shipment list. This is a mandatory data entry field for certain Problem Type 6-Customer Originated, Vendor Delivered SDRs.
15. SF364 Block 7b Administering Office - Enter the DoDAAC of the Office Administering the Contract (CAO activity which directed/arranged shipment). All of the address information is editable.
16. SF364 Block 8 Requisition Number – (Document Number) Enter a requisition number or document number is mandatory. Upon editing the requisition number EZPDR will attempt to correct any inconsistent data on the SDR as it compares the data entered against information against the actual requisition data.
  - A. Only one requisition/document number is permitted per SDR. For U.S. SDRs only, when the original requisition number cannot be identified for discrepancies in sealed vendor packs, the reporting activity may include a constructed document number as defined below.
  - B. 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.
  - C. When using a constructed document number include the fund code and bill-to/credit-to DoDAAC in Block 13 of the SDR. It is also essential that the original contract number be reflected on the SDR in Block 7a to expedite ICP/IMM/depot research.
17. Only one requisition/document number is permitted per SDR.

**NOTE: Definition of a 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.**

18. SF364 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 or wrong item received, enter data for material received in error in the blocks grouped under the title Received.
19. IHS Haystack lookup – This link provides a quick method to view basic data concerning the material you're reporting. Follow the on screen instructions to locate information in the IHS Haystack database.

20. HINT: Entering the 9 digit NIIN in the Ordered NIIN or Received NIIN blocks will auto-fill the associated Nomenclature, COG, FSC, SMIC, Unit of Issue, and Unit Price.
21. Nomenclature - This may be the Federal Stock Class (FSC) material description or the National Item Identification Number (NIIN) description for the material.
22. Part No - Manufacturer's part number, if available.
23. NSN - The NSN 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.
  - A. COG - Not required, 2 character cognizance symbol used by the Navy to provide supply management information.
  - B. FSC - 4 character Federal Supply Classification code.
  - C. NIIN - 9 digit National Item Identification Number that identifies each item of supply used by the DoD.
  - D. SMIC - Not required 2 characters Navy Special Material Identification Code.
24. U/I (Unit of Issue) - 2 character abbreviation such as EA.
25. #Shipped - Enter quantity of items shipped or billed.
26. #Received - Enter the quantity of items received.
27. Quantity - Enter the discrepant quantity.
28. Unit Price - Enter the unit price as billed or shown on shipping document. The unit price may be expressed in tenths of a cent.
29. Total (Cost) -  $\text{Discrepancy Total Cost} = \text{Quantity} * \text{Unit Price}$ .
30. Unique Item Identifier (UII) - This field is used to add and verify the DoD Unique Item Identifier. Choose the manual radial button to enter the UII from a keyboard, after entering the UII click Add UI button. To use a scanner select the Scan bar Codes radial button and scan each UII into the record.
31. SF364 Block 10 Discrepancy Data - Enter at least one Discrepancy Code before submitting an SDR. The Discrepancy Code describes the nature of the discrepancy (Figure 4.6). Discrepancy Codes are listed in the Discrepancy Codes drop-down box. Select a desired code category from the drop-down box, and click Show Detail.

32. Select the desired code; click Add Code to List button. Enter as many codes to the discrepancy code list as needed. To remove a code, highlight the code in the list and click Remove Discrepancy Code.
  - A. If a condition exists that is not listed, use code Z1 and describe discrepancy in item 12, remarks. Code Z1 should be used sparingly.
  - B. The Q Codes are only for use on Security Assistance SDRs related to Foreign Military Sales. If a Q Code is entered, the record will be converted to a PQDR and automatically forwarded to an appropriate Screening Point based on the Originator's DoDAAC. When the PQDR is answered, the investigation results will be forwarded back to the SDR system.
  - C. When discrepancy code Q1, Product Quality (Item) Deficiency, or C2, Expired Shelf Life, is applicable, enter as much of the following information as possible in Block 12, Remarks.
33. SF364 Block 11 Action Codes - Enter at least one Action Code before submitting an SDR (Figure 4.6). Click the drop-down and select a code. Click Add Code to List to populate the Action Code field. Several Action Codes may be entered. If the action needed is other than that covered by listed actions codes, use code Z1 and explain action requested in Block 12, Remarks.
34. SF364 Block 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. Attach photos where it would assist in determining the cause/validity of the discrepancy/deficiency.
35. SF364 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.
36. The Job Order is the ten character value that can be found on the funding documentation for a job.

37. The Key-Op is the three character value assigned to a key operation within a job order.
38. The Fund Code, Project, Location of Exhibit, Hazardous Material Code, and Material Level Code may also be entered if known.
39. SF364 Block 14 Name, Title, Phone Number of Preparing Official - This is the SDR preparer's information.
40. SF364 Block 15 Distribution Codes for Copies - A text field allowing the Originator to type in the codes to which manual distribution will be made.
41. Enter the Tracking and Control Data
  - A. SAC Code - This is the Stores Account Code (SAC). Typically used by Marine Corps.
  - B. Physical Security Code (PSC) - Typically used only by Marine Corps.
  - C. Action Point Due Date - Click Calculate Due Date button which will compute the date based the Problem Type drop-down list box; 30 days for Type 7, 55 days for Type 6 SDRs, if left blank will automatically calculate when the record is submitted.
42. The Save Draft button allows an Originator to save a draft or incomplete SDR before submitting 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.
43. Clicking the Cancel button will navigate the user back to the previous page without saving any data since the last save action
44. Clicking the Add/View Attachments button permits the user to view or remove previously uploaded attachments or to add new attachments. Follow the on screen instruction to add, remove, or view attachments.

### **4.3 SUBMIT THE SDR**

- a. After all SDR data is entered in the Originator fields, clicking the Submit SDR button attempts to submit the SDR. If all data on the page is valid and no informational or error messages are generated the record is submitted.
  1. When the Action Point is a CAGE, the SDR is a Type 6. Clicking the Submit SDR button takes the Originator to an email screen to forward a copy of the SDR to the Vendor's email address provided in Block 3. These transactions are captured in the SDR history available on the View Status tab.
  2. When the Action Point is a DoDAAC, SDR is a Type 7 and the SDR is sent automatically to the Action Point for action. If the action point is Navy or Marine

Corps the record is processed completely within PDREP. When the record needs to be sent external to PDREP for Action, PDREP sends the record via DoD WebSDR to the action point. The user receives confirmation that the WebSDR system is being used to process the record. These transactions are captured in the SDR history available on the View Status tab.

3. After completing all the mandatory fields and any other pertinent data on the Create New SDR web pages described in the previous section of this user guide, click the Submit SDR button to send the completed SDR to a screening point. The EZPDR application will validate that mandatory fields have appropriate data entries, and error messages will indicate where changes are required. When the validation is passed the Word Verification screen in Figure 4.6 displays:



The screenshot shows a web form titled "WORD VERIFICATION". At the top, there is a blue header bar with the text "WORD VERIFICATION" in white. Below the header is a grid of characters: "e", "6", "8", "e", "9", "b". Below the grid is the text "Please enter the text you see in the image above." followed by a text input field and a "Submit" button.

**Figure 4.6**

- b. This verification is required to ensure data integrity and network security. Enter the letters and numbers in the sequence as displayed and select "Submit." You've completed the submission process.
- c. Your SDR submission will be confirmed to you by email from the EZPDR system.
- d. Once the SDR is submission is completed, you'll be returned to the EZPDR Home Page.
- e. To view previously submitted SDRs use the View Status tab (see Section 2.2 of this user guide) to locate draft SDRs or view the status of your submitted SDRs.
- e. After submission, the SDR is reviewed by a Pre-Screener for completeness and accuracy.
- f. They may contact the Originator to clarify information and/or fill in incomplete data prior to forwarding the SDR to the action point. The pre-screener has the option to accept or reject the SDR. The Originator is notified by email when the SDR is accepted or rejected.

## 5 CREATE AND SUBMIT AN MIR IN EZPDR

### 5.1 CREATE A NEW MIR

- a. To Create a New MIR, select the radial button for Material Inspection Report (MIR) in Figure 5.1.

Create New Record View Status

**Ez Product Data Reporting (EzPDR) Home**

**Instructions**  
**(M) denotes a mandatory field**

1. Select the type of Product Data Report you'd like to enter. Click on the question mark icon for a description of the report.
2. Review your user information. If you don't know your organizations Department of Defense Activity Address Code (DODAAC), use the 'Lookup' button to search for your DoDAAC and enter it.
3. Click 'Continue' to prepare the selected report.

Material Inspection Report (MIR) ?

Product Quality Deficiency Report (PQDR) - SF368 ?

Supply Discrepancy Report (SDR) - SF364 ?

**Name:** PATTON.REBECCA.JANE.1390882552

**(M) DODAAC:** ? TPLAN0 Lookup

Continue

**Figure 5.1**

- b. Check your Name and enter your organizations DoDAAC. Click the Continue button and the “Create New MIR” form displays in Figure 5.2.

Create New Record View Status

**Create New MIR**

**Instructions**  
**(M) denotes a mandatory field**

1. Enter DODAAC and Serial Number.
2. You may optionally enter FSC and/or NIIN.
3. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
4. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
5. Click **Create New MIR** to create MIR.

**MIR information if using same serialization:**  
Last Used RCN by PATTON.REBECCA.JANE.1390882552 : None found  
Last Used RCN for Activity TPLAN0 : TPLAN0-99999999

**(M) DODAAC:** (M) Serial Number:  
(M) RCIN: TPLAN0

Requisition Number:

FSC: NIIN:

DoD Unique Item Identifier:  Manual Entry  Scan Barcodes

Add UII

Create New MIR

**Figure 5.2**

- c. The RCN is pre-filled with your previously entered DoDAAC. Enter a serial number for the RCN. Enter a Requisition Number, Federal Supply Class (FSC), National Item Identification Number (NIIN), and DOD Unique Item Identification Number if known. The data you're providing here will be used to pre-fill the new MIR with as much information as possible. Click the Create New MIR button and the prefilled Add/Edit MIR form appears as in Figure 5.3.

Figure 5.3

## 5.2 ENTER DATA INTO THE MIR

- a. Enter the mandatory data fields on the Add/Edit MIR form and any optional data to complete the MIR for submission. The mandatory fields are located at the top of the form. (M) Indicates a mandatory field. (CM) indicates a conditionally mandatory field.
  1. Fields in the MIR Form are described below.
    - A. (M) Reporting Activity: The DoDAAC of the activity where the MIR originated.
    - B. (M) Serial Number: The high eight-digit serial number assigned to the lot. A serial number will not be duplicated within any given calendar year.
    - C. (M) Low Serial Number: The low serial number assigned to the lot covered by one MIR document. The resulting serial number range can be used when verifying Level 1/SubSafe material.
    - D. (M) Submitters Email Address: Address of the person submitting the MIR.
    - E. (M) Material Level Code: Select the appropriate Material Level Code (also known as a QA Level) from the drop-down box.
    - F. (M) Inspection Completed Date: The date the MIR was reviewed and completed for release by supervisor.
    - G. (M) Contractor CAGE Code: The prime Commercial and Government Entity (CAGE) code.
    - H. (M) Contract Number: The procuring activity contract number. When the ninth position (instrument code), is A, D, or G, the four positions Call/Order Number shall supplement the thirteen-position procuring activity contract number.
    - I. NSN, (M) FSC: The mandatory Federal Stock Class. Also add the Cognizance Code (COG); National Item Identifier (NIIN) and Special Material Identification Code (SMIC), if known, for the National Stock Number (NSN) that uniquely identifies an item of supply.
    - J. (M) Product Description: The description of product inspected. Include as detailed a description as space provides to include noun name, type, class, condition, and primary size.
    - K. (M) Contract Units Received: The number of units received expressed in the units of measure ordered on the contract (i.e. ft, lbs, bxs, etc). This field should agree with the DD250 if applicable.

L. (M) Inspection Lot Size: The number of product inspection units included in the lot regardless of total procurement units. Inspection unit examples include:

- i. Electrodes - Number of coils or electrode cans
- ii. Fasteners - Number of contract units (i.e. box or each)
- iii. All Others - Number of pieces inspected disregarding unit of issue

M. (M) Production Units Defective: The number of production units found defective in the inspection lot. There must be one or more defective production unit(s) if any defects were found during the technical receipt inspection. This field correlates to the Inspection Lot Size, without units, and therefore can never be greater than that value. Enter “0” when no defects are found.

**NOTE: For an inspection where only a sample of the material is tested/inspected, if the number of defective production units in the sample exceeds the number of defective production units allowed by the inspection plan, then the number of defective production units must equal the inspection lot size.**

**The entry in this block must be greater than “0” if the dollar value defective is greater than “0.”**

N. (M) Dollar Value Received: The whole dollar value of units received, input “1” when a valid contractor CAGE code is known and value is unknown. Enter “0” for stock system items and value is unknown.

O. (M) Dollar Value Defective: The whole dollar value of all defective production units in the lot. Input “1” if value is unknown and there are one or more defective production units. Enter “0” if no production units are defective.

**NOTE: For sampling inspection, enter the dollar value of the entire lot when the total number of defects exceeds the acceptable quality levels of the sampling plan. Dollar value defective must be greater than zero if any production units defective are found. The dollar value defective cannot be greater than the dollar value received.**

P. (M) Inspecting SUPPORT POINT: Select “Y” (yes) if a component of the Defense Contract Management Agency (SUPPORT POINT) inspected the material. Default is “N” (no), if the material was not inspected by SUPPORT POINT.

Q. (CM) Defective Material Report Number: The local Deficiency Report (DR) Number applicable to the inspection lot. A DR Number is conditionally mandatory for MIRs that report defective units. If no local number is assigned enter ‘None’.

R. (M) Reject Indicator: Select “Y” (yes) if the entire lot is rejected, default is “N” (no).

- S. (M) Used in PPIRS: Select “N” if the government inspector does not want to have the MIR used by the DoD's Past Performance Information Retrieval System (PPIRS) classification of the Prime Contractor's CAGE code. Leave as “Y” (yes-use) to use in the PPIRS classification, default “Y.”
- T. (M) Inspection Attributes: Select inspection attributes as listed on the MIR. At least one inspection attribute must be selected for it to be a valid MIR. PDREP allows duplicate inspection attributes only when the inspection types are different. Click the Save Attributes button to save any attributes entered. To delete an Attribute, put a check in the corresponding check box and click the Delete button.
- i. To add more inspection attributes click the Add Attribute button in Figure 5.3. Enter the attribute mandatory data and click the Save Attribute button to add the attribute.
  - ii. (M) Units Inspected: The number of product inspection units actually inspected for that attribute.
  - iii. (M) Inspection Type: Select applicable inspection type code for each attribute inspected. (drop down box) Code Attribute:
    - a. D - Accepted based on SUPPORT POINT inspection
    - b. P - Inspection for the attribute was actually performed by the Government inspector
    - c. R - Reduced inspection
    - d. V - Accepted based on the inspector's Verification of the vendor's software package
    - e. W - Government inspector “Witnessed” the contractor's test and/or inspection for this attribute
- U. (M) Number of Defects: The number of defects found during the inspection for the attribute. Enter “0” if no defects were found for the attribute inspected. Number of defects cannot be greater than units inspected for that attribute.
- V. (CM) Defect Class: Select the criticality code for the defect classification. Conditionally mandatory if the Number of Defects field is greater than zero. (drop down box) Code Definition:
- i. Critical: A Critical defect is a defect that judgment and experience indicate would results in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the product, or a defect that judgment and experience indicate is likely to prevent performance of the tactical function of a major end item such as a ship, aircraft, tank, missile, or space vehicle.

- ii. Major: A Major defect is a defect, other than critical, that is likely to results in failure, or to reduce materially the usability of that unit of product for its intended purpose.
  - iii. Minor: A Minor defect is a defect that is not likely to reduce materially the usability of the unit of product for its intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the unit.
  - iv. No Defect: If the material conforms to all specifications and contractual requirements leave Defect Class blank.
- W. Requisition Number: Enter the requisition number used to order the material from the stock system.
- X. DoD Unique Item Identifier (UII): Select Scan Barcodes to scan 2D barcodes that contain the materials UII data. You may also manually enter the UII in field provide and the click the Add UII button.
- Y. CAD: Select Certifying Activity Designator (CAD) assigned by SEA 07Q to activities that can certify Level 1, SUBSAFE, or TARGET material.
- Z. Material Designator: For Level 1/SUBSAFE (L1/SS) certified material, enter the Material Identification Code (MIC) material designator exactly as provided in the latest version of NAVSEA 0948-LP-045-7010, Vol. 2.
- AA. Material Specifications: The principle material specification used to procure and inspect the lot. Include the revision and/or amendment number when available.
- BB. Fabrication Specification: The specification required by the contract for material fabrication.
- CC. Drawing Number: The drawing number referenced from which the material was procured.
- DD. Ship or Project Number: The hull type and number or project code. For control of non-level material (a.k.a. Controlled Industrial Material, CIM) inputting CIM in the first three spaces is mandatory.
- EE. Manufacturer CAGE Code: The subcontractor CAGE code, if known, that was used in production of the material inspected. Leave this field blank when the manufacture's CAGE code is the same as contractor CAGE code.
- FF. Job Order Number: The job order applicable to the lot of material.
- GG. Location: The building or location where the inspection was performed.

- HH. Process Instruction Number: The instruction number or identification number of instruction used to inspect the lot.
- II. Contract Delivery Date: The date that the material was delivered and signed for by a government representative.
- JJ. PQDR RCN: When a PQDR has been associated with this MIR, the Product
- KK. Quality Deficiency (PQDR) Report Control Number (RCN) is displayed.
- LL. Remarks: Enter any relevant text that cannot be included in other fields. If there is a defect or any problems with the material, that information should be included here.
- MM. Batch/Lot/Heat Number: The primary component heat, batch or trace code assigned to the inspection lot by the supplier. To add Heat number or Lot numbers, enter a Heat or Lot number and click the Add Batch/Lot/Heat button.
- NN. To add or view an attachment, such as a PDF version of the DD250 or other pertinent documentation, click the Add/View Attachments button. A Word Verification screen (Figure 5.4) displays.

**WORD VERIFICATION**

081902

Please enter the text you see in the image above.

Submit

---

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012  
Phone : (207) 438-1690 [Email Technical Support](#)  
Monday, 18<sup>th</sup> June, 2012

**Figure 5.4**

- i. Enter the text displayed in the caption and click the Submit button. The Upload Attachment Listing form displays.

<a href="#">Create New Record</a>	<a href="#">View Status</a>	
Upload Attachment Listing		
<p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. The listing displays attachments for the existing KeyInfo.</li> <li>2. Click <b>Add Attachment</b> to add new attachment.</li> <li>3. Click <b>Delete</b> to delete the attachment.</li> <li>4. Click <b>Cancel</b> to return to the previous screen</li> </ol>		
<p>Application Module: EZMIR Key Info: 1</p>		
ID	File Name	Added Date
No Attachments		
<input type="button" value="Add Attachment"/> <input type="button" value="Cancel"/>		

**Figure 5.5**

- ii. To add new documents, follow the on screen instructions in Figure 5.5.
- iii. After uploading a new file, you'll receive confirmation as seen in Figure 5.6. Press the Continue button to go back to the add attachments screen.

PDREP Message	
Application Module	EZMIR
Key Info	1
Message	Attachment uploaded successfully
<a href="#">Continue</a>	

**Figure 5.6**

- iv. Previously added attachments will have a link in the File Name column to view the document as in Figure 5.7.

<a href="#">Create New Record</a>	<a href="#">View Status</a>				
Upload Attachment Listing					
<p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. The listing displays attachments for the existing KeyInfo.</li> <li>2. Click <b>Add Attachment</b> to add new attachment.</li> <li>3. Click <b>Delete</b> to delete the attachment.</li> <li>4. Click <b>Cancel</b> to return to the previous screen</li> </ol>					
<p>Application Module: EZMIR Key Info: 1</p>					
File Name	File Description	Comments	Added Date	Uploaded By	Delete Attachment?
<a href="#">Blue hills.jpg</a>	doc	test	06/18/2012		<input type="button" value="Delete"/>
<input type="button" value="Add Attachment"/> <input type="button" value="Cancel"/>					

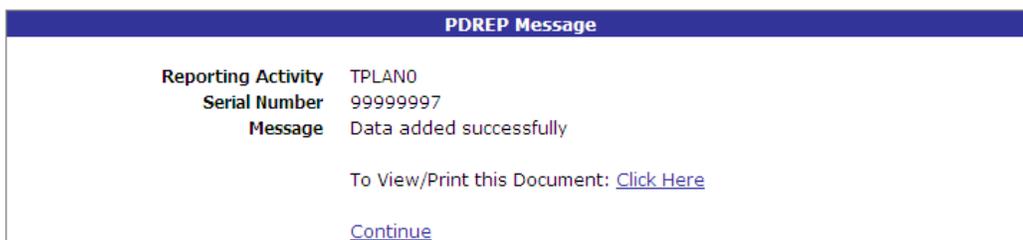
**Figure 5.7**

- v. To delete a previously uploaded attachment, click the Delete button.
  - vi. Clicking the Cancel button returns you to the MIR data entry page.
- OO. To exit the MIR without saving any changes since the last save, click the Cancel button.
- PP. To save the data entered in the MIR without submitting, click the Save Draft button.
- i. A. Clicking the Save Draft button will bring up another Word Verification screen (Figure 5.8).



**Figure 5.8**

- B. Enter the text displayed in the caption and click the Submit button. A Successful Save message should be received (Figure 5.9). If the save was not successful, you will be directed to re-enter the caption text.



**Figure 5.9**

### 5.3 SUBMIT THE MIR

- a. After completing all the mandatory fields and any other pertinent data on the Add/Edit MIR web pages described in the previous section of this user guide, click the Submit MIR button to send the completed MIR to the PDREP-AIS. The EZPDR application will validate that mandatory fields have appropriate data entries, and error messages will indicate where changes are required. When the MIR has been successfully validated, the Word Verification screen in Figure 5.10 displays.

**WORD VERIFICATION**

Please enter the text you see in the image above.

**Figure 5.10**

- b. This verification is required to ensure data integrity and network security. Enter the letters and numbers in the sequence as displayed and select “Submit.” Once submitted, the MIR is entered directly into the PDREP-AIS. No screening is performed as with the MIR process.
- c. You’ve completed the submission process. A successful PDREP Message displays (Figure 5.11).

**PDREP Message**

**Reporting Activity** TPLAN0  
**Serial Number** 99999998  
**Message** Data saved successfully

To View/Print this Document: [Click Here](#)

To Create new PQDR: [Click Here](#)

To Create new SDR: [Click Here](#)

[Continue](#)

**Figure 5.11**

- d. Actions possible from this message box include the following.
  - 1. To View/Print this Document: Click Here - This link provides a printable version of the data submitted (Figure 5.12).

Print Cancel

**Material Inspection Report - View**  
Date: 06/18/2012

<b>Reporting Activity:</b> TPLAN0	<b>Material Specification:</b>
<b>Serial Number:</b> 99999997	<b>Fabrication Specification:</b>
<b>Low Serial Number:</b>	<b>Drawing Number:</b>
<b>Material Designator:</b> CAD:	<b>Ship Project Number:</b>
<b>Insp. Completion Date:</b> 06/18/2012	<b>Manufacture CAGE Code:</b>
<b>Contractor CAGE Code:</b> TPLAN	<b>Requisition Number:</b>
<b>ISBN:</b> 9999 --	<b>Job Order Number:</b>
<b>Product Description:</b> MISCELLANEOUS ITEM	<b>Location:</b>
<b>Contract Number:</b> SP0700-98-C-0009	<b>Process Instruction Number:</b>
<b>Contract Units Received:</b> 100	<b>Contract Delivery Date:</b>
<b>Inspection Lot Size:</b> 75	<b>Status Code:</b>
<b>Dollar Value Received:</b> \$ 100000	<b>Material Level Code:</b> NOT APPLICABLE
<b>Prod. Units Defective:</b> 75	<b>PQDR RCN:</b> -
<b>Dollar Value Defective:</b> \$ 100000	<b>Added Date:</b> 06/18/2012
<b>Inspecting DCHA:</b> YES	<b>Added Activity:</b>
<b>Used in PPDRS:</b> NO	<b>Update Date:</b>
<b>Defective Hat'l Report No:</b> 999998	<b>Update Activity:</b>
<b>Reject Indicator:</b> YES	
<b>DoD Unique Item Id(s):</b>	
<b>Remarks:</b>	

Insp Attribute	Units	Insp	Insp Type	No. of Defects	Defect Class
(7) RADIOGRAPHY	75	D		75	MINOR

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012  
 Phone : (207) 430-1690 Email: [Technical\\_Support@navsea.navy.mil](mailto:Technical_Support@navsea.navy.mil)  
 Monday, 18<sup>th</sup> June, 2012

**Figure 5.12**

2. To print the view in Figure 5.12 click the Print button.
  3. Clicking the Cancel button returns you to the EZPDR Worklist.
- e. To Create new PQDR: Click Here - This link permits a PQDR to be submitted based on the data entered on the MIR. The PQDR will auto populate with data from the MIR. To complete the submission of the PQDR refer to Section 3.
  - f. To create new SDR: Click Here - This link permits a SDR to be submitted based on the data entered on the MIR. The SDR will auto populate with data from the MIR. To complete the submission of the PQDR refer to Section 4.
  - g. Click the Continue link to be returned to the EzPDR Worklist (Figure 5.13).

The screenshot shows the 'EzPDR Worklist' interface. At the top, there are two tabs: 'Create New Record' and 'View Status'. Below the tabs, there is a section titled 'Instructions' with four numbered steps. Underneath, there are three summary tables: 'PQDRs Submitted' (No data found), 'SDRs Submitted' (No data found), and 'MIRs Submitted'. The 'MIRs Submitted' table has columns for Submitted, RCN, Status, View MIR, Create PQDR, Create SDR, and Delete.

MIRs Submitted						
Submitted	RCN	Status	View MIR	Create PQDR	Create SDR	Delete
18-JUN-2012	TPLAN099999997	DRAFT	<a href="#">View</a>			<a href="#">Delete</a>
18-JUN-2012	TPLAN099999998	ACTIVE	<a href="#">View</a>	<a href="#">Create</a>	<a href="#">Create</a>	

**Figure 5.13**

- h. Your MIR submission will be confirmed to you by email from the EZPDR system. To view previously submitted MIRs, use the View Status tab (see Section 2 of this user guide) to locate draft or submitted MIRs.

**NOTE: This completes the section on creating and submitting MIRs.**

## 6 CREATE AND SUBMIT A REQUESTED GOVERNMENT FURNISHED PROPERTY (RGFP) AND SERIALIZED GOVERNMENT EQUIPMENT (SGFP) IN EZPDR

### 6.1 DOWNLOAD EXCEL TEMPLATE FOR RGFP (SGFP)

- a. This section discusses the ability to download the excel template of the RGFP (SGFP).
- b. To Create a New RGFP (SGFP) from the EZPDR module, select the “RGFP & SGFP” tab at the top of the home screen in Figure 6.1.

Create New Record | View Status | **RGFP & SGFP**

**Ez Product Data Reporting (EZPDR) Home**

**Instructions**  
(M) denotes a mandatory field

1. Select the type of Product Data Report you'd like to enter. Click on the question mark icon for a description of the report.
2. Review your user information. If you don't know your organizations Department of Defense Activity Address Code (DODAAC), use the 'Lookup' button to search for your DoDAAC and enter it.
3. Click 'Continue' to prepare the selected report.

Material Inspection Report (MIR) ?

Product Quality Deficiency Report (PQDR) - SF368 ?

Supply Discrepancy Report (SDR) - SF364 ?

Name:

(M) DODAAC: ?

**Figure 6.1**

- c. In Figure 6.2, the RGFP (SGFP) link is shown. Select either the [RGFP Template](#) or SGFP Template link.

[EZ Home](#) | **Download Excel Forms** | [Upload Excel Data](#) | [View Processed Files](#) | [Create PDF](#)

**Excel Template Download instructions**

**Instructions**

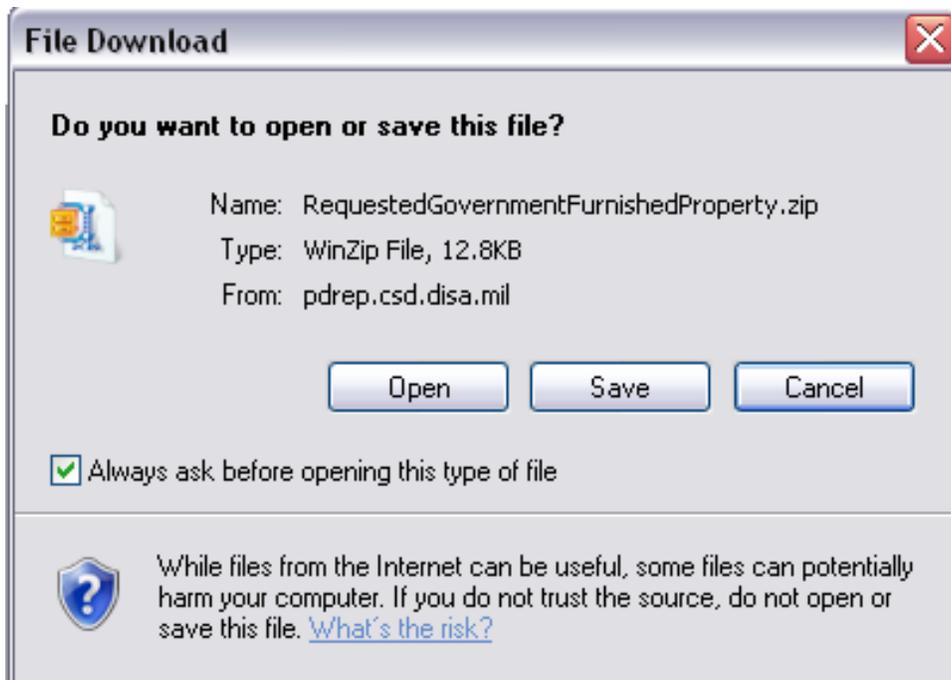
1. Select the template for the **PDF Type** you wish to create.
2. Click the link to download.

Requested Government Furnished Property [RGFP Template](#)

Scheduled Government Furnished Property [SGFP Template](#)

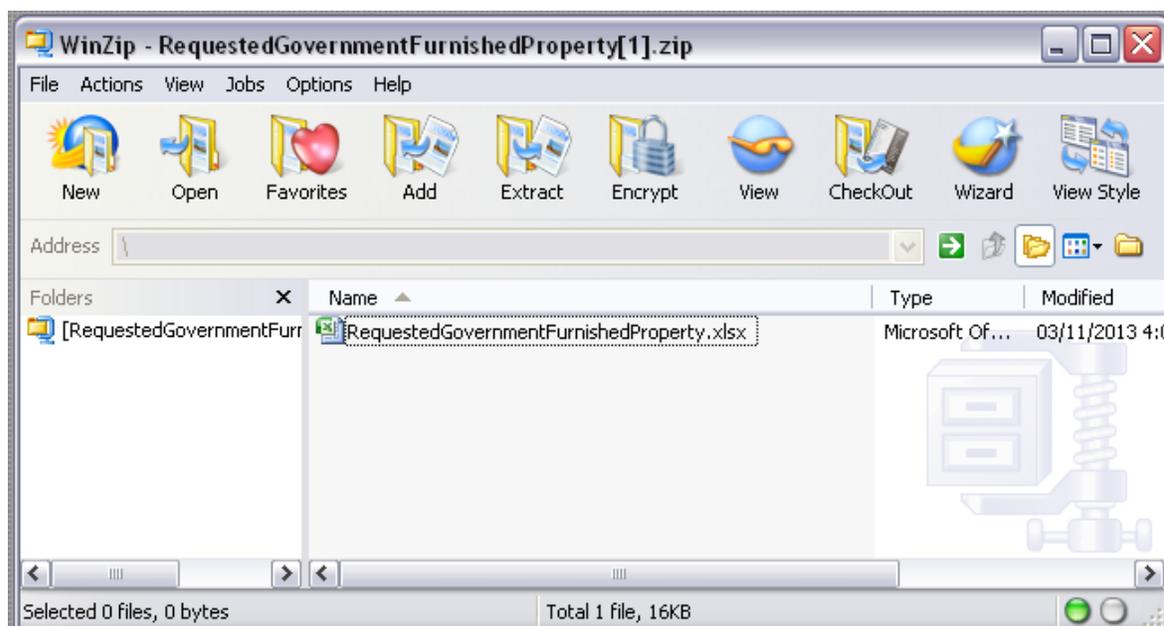
**Figure 6.2**

- d. In Figure 6.3 will be shown after user clicks link.



**Figure 6.3**

- e. Once zip file is open then user can open RGFP (SGFP) excel template to save locally. See (Figure 6.4)



**Figure 6.4**

- f. The template is now down loaded to your computer and you may now open the spreadsheet to fill it out and prepare the data for upload.

## 6.2 UPLOAD EXCEL TEMPLATE FOR RGFP (SGFP)

- a. Once the RGFP (SGFP) template has been filled out, the user can upload them into PDREP. This is done by going to the RGFP (SGFP) in EZPDR and selecting the “Upload Excel Data” tab at the top of the page. (Figure 6.5)

Figure 6.5

- b. Click the “Browse” button (Figure 6.5) to locate the RGFP (SGFP) template you previously filled out and stored/saved on your computer. Select it for upload.
- c. In the “Select your PDF Type drop down box, Click on down arrow and select the “PDF TYPE” (Figure 6.6)

Figure 6.6

- d. Click the ‘Upload Excel Data’ button (Figure 6.6).

**NOTE: These processes will only except excel (.xls, .xlsx) formatted documents.**

- e. To verify that data has been uploaded, click on the “View Processed Files” Tab. (Figure 6.7). Successful uploads will be converted to PDF and the PDF placed in the list as shown in Figure 6.7.

The screenshot shows a web interface with a navigation bar at the top containing links: [EZ Home](#), [Download Excel Forms](#), [Upload Excel Data](#), [View Processed Files](#) (highlighted), and [Create PDF](#). Below the navigation bar is a section titled "PDF Download Instructions" with the following content:

**PDF Download Instructions**  
**Instructions**  
 (M) denotes a mandatory field.

1. Find the PDF you wish to download from the list below.
2. You may sort the list by clicking on the header columns
3. Click the "Download PDF Link" for your selected PDF.
4. Wait for the file to download.

Below the instructions is a table titled "Processed Files":

Excel File Name	Processed Date/Time	PDF Type	Download PDF Link
Production.Test.3.20.13.xlsx	03/20/2013 06:07:44	RGFP	<a href="#">EZRGFP20130320_0607_44.pdf</a>
N/A	03/20/2013 06:18:21	SGFP	<a href="#">EZSGFP20130320_0618_21.pdf</a>

**Figure 6.7**

### 6.3 Creating PDF for RGFP (SGFP)

- a. If you prefer to go into PDF directly, choose the “Create New PDF” tab. (Figure 6.8)
- b. Choose which PDF TYPE from drop down list

The screenshot shows a web interface with a navigation bar at the top containing links: [EZ Home](#), [Download Excel Forms](#), [Upload Excel Data](#), [View Processed Files](#), and [Create PDF](#) (highlighted). Below the navigation bar is a section titled "EZ Create PDF" with the following content:

**EZ Create PDF**  
**Instructions**  
 (M) denotes a mandatory field.

1. Select the **PDF Type** you wish to create.
2. Click "Select PDF Type"
3. Enter your data, then click "Save".
4. You will be redirected to "View Processed Files", where you can download your PDF.

Below the instructions is a form with a label "(M) PDF Type" and a dropdown menu. The dropdown menu is open, showing two options: "Requested Government Furnished Property" and "Scheduled Government Furnished Property". Below the dropdown menu is a button labeled "Select PDF Type".

**Figure 6.8**

- c. PDF will automatically open with desired PDF TYPE (Figure 6.9)

[EZ Home](#) | [Download Excel Forms](#) | [Upload Excel Data](#) | [View Processed Files](#) | [Create PDF](#)

**Requested Government Furnished Property**

Attachment Number

**Contract Number**

DoD Enterprise Identifier      Year      Procurement Instrument Type Code      Serialized Identifier      Order Number

-  -  -  -

OR

**Non-DoD Contract Number**

Non-Reimbursable List														
Add	Copy	Item #	Description	CAGE	Marking Instr.	NSN	Nomen	Part or Ident. #	Qty	Serial #	Type Designator	Unit Acq. Cost	Unit of Measure	Use As Is
X														TRUE

Reimbursable List													
Add	Copy	Item #	Description	\$ Limit Authorized	Marking Instr.	NSN	Nomen	Part or Ident. #	Qty	Serial #	Unit of Measure	Use As Is	
X												TRUE	

**Figure 6.9**

- d. When desired data has been put into new PDF click “Save” button at top right. The PDF will appear in the list “View Processed Files” tab (Figure 6.7)
- e. When work is complete simply close your browser or click the EZ Home tab.

## 7 SUMMARY

- a. This concludes the EZPDR for MIRs, PQDRs, SDRs RGFPs, and SGFPs submission instructions; the PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted at:

E-Mail: [webptsmh@navy.mil](mailto:webptsmh@navy.mil)

Commercial: (207) 438-1690

DSN: 684-1690

Fax: (207) 438-6535