Product Data Reporting and Evaluation Program (PDREP)

Supply Discrepancy Report (SDR) Application

User Guide
September 2016

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

Forward

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with PDREP Supply Discrepancy Report (SDR) application functionalities only. The PDREP SDR is designed to work in concert with existing DoD policy and processes for submitting SDRs. Proper use of the PDREP application should facilitate compliance with DoD SDR policy.

Refer to the appropriate SDR instructions and manuals for information about DoD SDR program requirements.

References:

1. DLAI 4140.55
2. AR 735-11-2
3. AFJMAN 23-215
4. SECNAVINST 4355.18A
5. DLMS Manuals
6. NAVSUP P723

Introduction

The Product Data Reporting and Evaluation Program (PDREP) - Supply Discrepancy Report (SDR) application was originally developed for the Navy as an option for submitting and responding to SDRs. The PDREP-SDR is currently used by a variety of DoD customers including all Naval Shipyards.

The PDREP SDR application permits records to flow between PDREP and DoD's WebSDR interface. This interface ensures that PDREP-SDRs submitted to a valid Routing Identifier Code (RIC) or DoD Address Activity Code (DoDAAC) are electronically transferred to the Action Point's interfaced SDR system and back again. Vendors and suppliers may also access the application to answer SDRs submitted to them by U.S. Government activities.

PDREP has the ability to convert SDRs submitted as quality issues into Product Quality Deficiency Reports (PQDRs) and forward them via the DoD's PQDR Interservice Interface to the appropriate PQDR Action Point.

The primary purpose of the PDREP SDR application is to satisfy customers' needs when submitting SDRs, to collect data and generate metrics from the SDR system, and to improve supply chain efficiency.

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

First time PDREP 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 PDREP

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

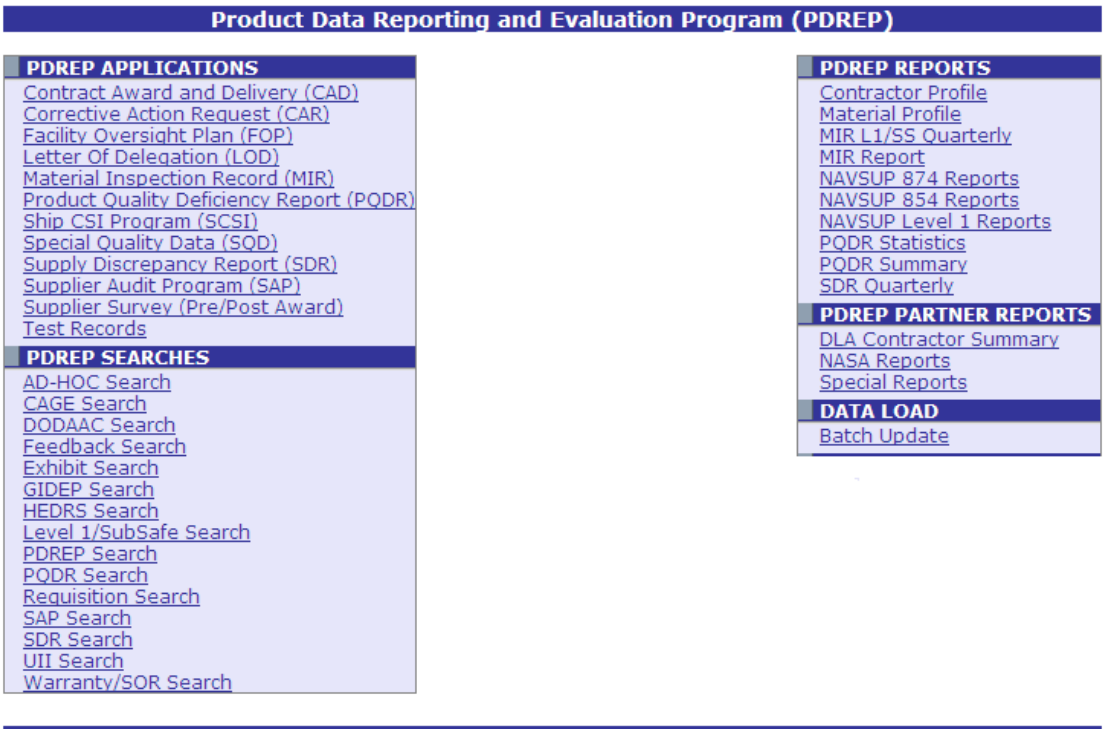


Figure 1.1

2 Determining the Action Point and Shipping Address

You will need to know the correct DoDAAC or RIC to send the SDR to the proper action activity or shipper. Determining the action point and shipping addresses is suggested prior to creating an SDR. If the requisition number is in PDREP references tables, these addresses will auto populate when the record is created, they should be checked against the shipping documentation, when available. Hint: (if no email address populates for the DoDAAC, which means there is no PDREP user at that DoDAAC that can process the SDR).

2.1 Using the DD Form 1348-1

1. If using a DD Form 1348-1, identify the Shipper DoDAAC by the value in Block 2 Ship From. You can also use the routing identifier code (RIC) to determine the shipper, check columns 4-6 on the DD 1348-1 form.
2. In Figure 2.1 below, RIC SNE, a distribution depot is the shipper and S9E is the source of supply.

Figure 2.1

3. Directly out of DoD 4000.25-M Volume 2, Appendix Three discusses routing for SDRs for all services:
   a. AP3.7 <u>NAVY</u>
      i. AP3.7.1. For all material and supplies, other than ammunition and explosives, send SDR to the command directing release of the material:
         1. Commander
            Naval Air Systems Command (RI N21)
            NAVAIRSYSCOM Headquarters
            47123 Base Unit IPT
            Patuxent River, MD 20670-1547

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

3. Commander
   Naval Sea Systems Command (RI N23, N24, N29)
   ATTN: SEA 05M31
   Washington, DC 20363-5100
4. Commander
   Space and Naval Warfare Systems Command (RI N77)
   4301 Pacific Highway
   San Diego, CA 92110-3127

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

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

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

   a. Life Cycle Management Center

      Materiel Management Division (Code 827-1)

      Marine Corps Logistics Base

      814 Radford Boulevard Suite 20320

      Albany, GA 31704-0320"

5. Also, instructions from the SF 364:

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

3 Creating A SDR

3.1 Create New SDR

1. Log on to the PDREP system. On the PDREP Main Menu, click the Supply Discrepancy Report link.
2. The SDR Worklist interface displays (Figure 3.1).

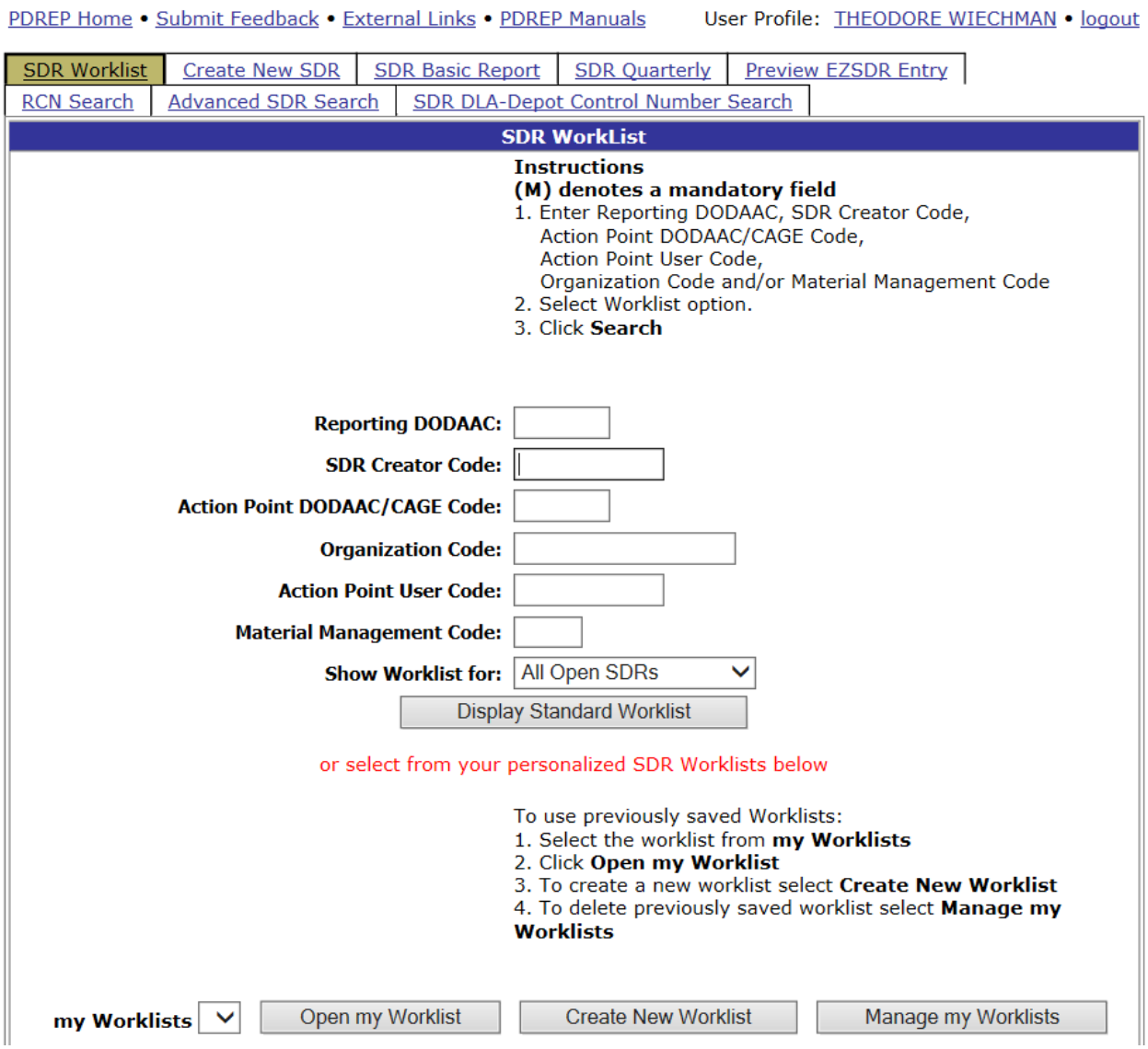


Figure 3.1

3. Click on the "Create New SDR" tab. The Create New SDR screen displays (Figure 3.2)

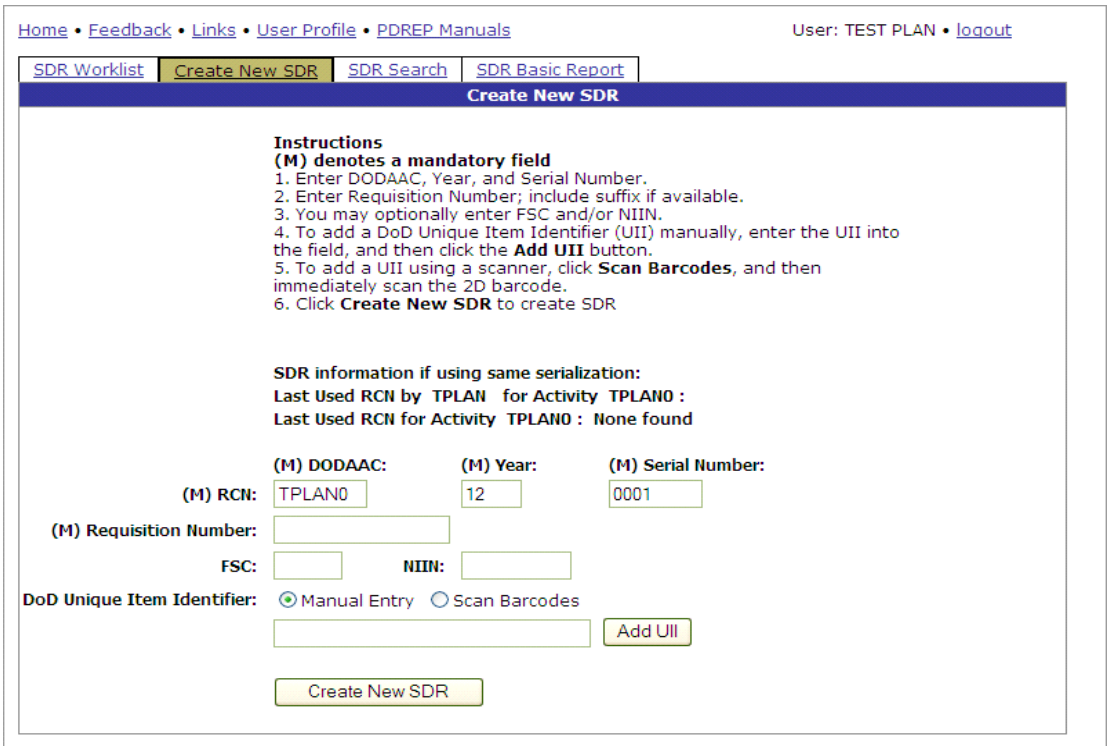


Figure 3.2

4. **Report Control Number (RCN)-** The RCN consists of your reporting activity DoDAAC, the Year, and a Serial Number. The DoDAAC, the year, and the Serial Number will be 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. A **(M)** by any data field indicates it is a mandatory field.

5. **Requisition Number**- 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. If a Requisition Number is not available, a Constructed Document Number may be used. See Section 1.1.1 line 14 for details. If there is no entry in this field, the user will not be permitted to move forward to the SDR Originator – Edit screen.

6. **The FSC and NIIN-** The FSC and NIIN also assist in auto filling additional data fields in the SDR.

7. **DoD Unique Item Identifier (UII)-** Item unique identification (IUID) is a DoD requirement that enables life cycle traceability. All UII's are maintained in the DoD's Item Unique Identification Registry Database, which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are entered into the SDR and that other similar markings or barcodes cannot be entered.

    a. 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.

b. To add a UII using a scanner, select the “Scan Barcodes” radial button, and then scan the 2D barcodes on the material or associated supply documentation.

c. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request a correction or removal of the incorrect UIIs.

d. 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 UIIs must be verified by PDREP prior to permitting them to be added to any PDREP record.

8. Click the “Create New SDR” button to create and auto-populate the SDR. Please be patient as the system verifies the UIIs and auto-fills the new record.

9. The SDR record is now created and the SDR Originators Edit page will appear (Figure 3.4, Figure 3.5).

3.2 SDR Originator

3.2.1 Originating (Submitting) an SDR

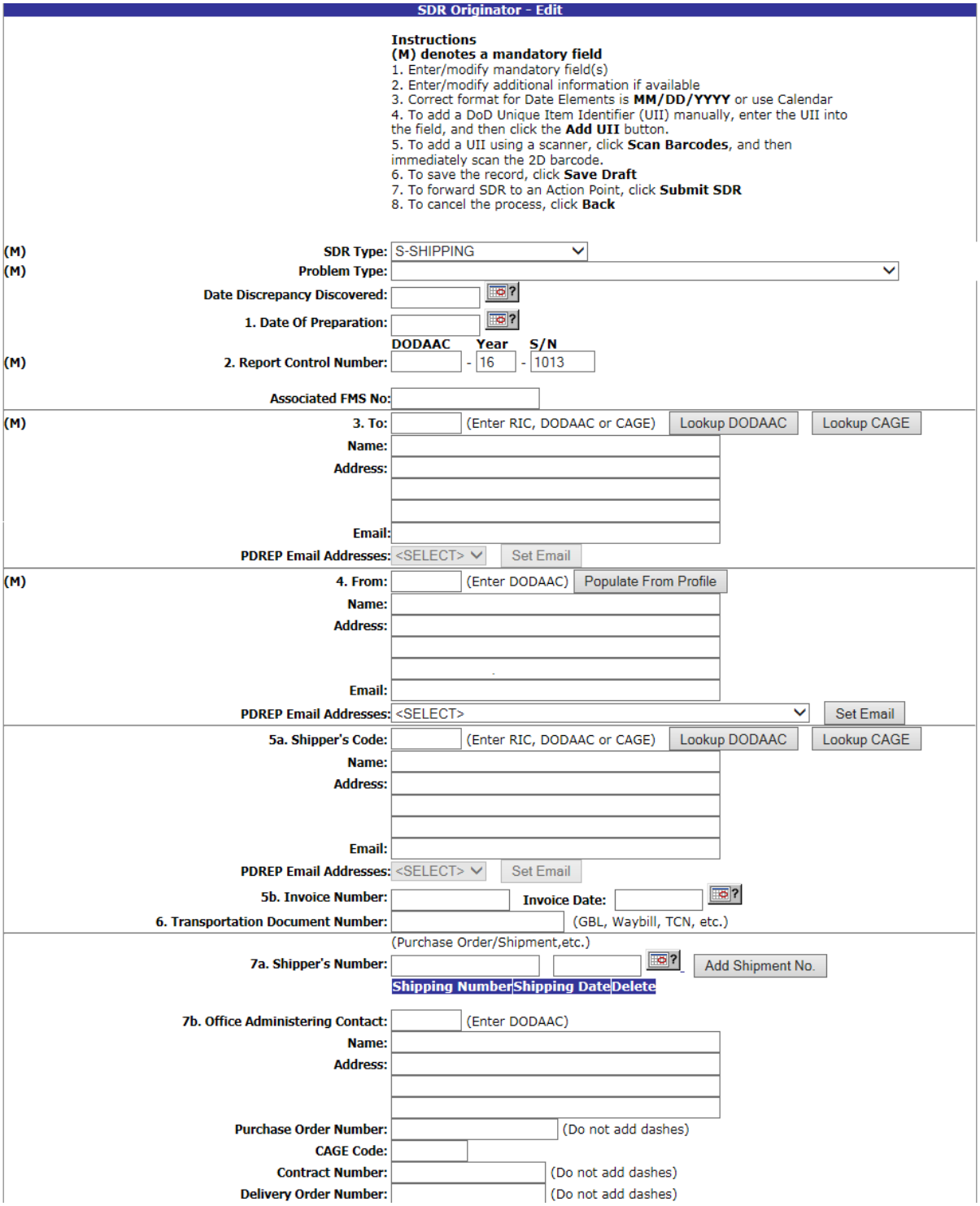


Figure 3.3

(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: Part No.:

Shipping, Billing, and Receipt Data

COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
				<SELECT>					

CIIC:

Received (If NSN discrepancy or wrong item)

Nomenclature: Part No.:

Shipping, Billing, and Receipt Data

COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
				<SELECT>					

DoD Unique Item Identifier: Manual Entry Scan Barcodes

Add UII

Condition Code: <SELECT>

(M)Discrepancy Codes:

<SELECT>

Add Code to List

Remove Discrepancy Code

(M)11. Action Codes:

<SELECT> Add Code to List

Remove Action Code

(M)12.Remarks:

Click Append Remarks to add new information to Remarks.

Click Save to keep changes.

Append Remarks

13. Funding and Accounting Data:

Credit Card Indicator:

EMall Indicator:

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

Location of Exhibit Narrative: (max 200 characters)

Hazardous Material: <SELECT> Material Level Code: 21-NOT APPLICABLE

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

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

MIR Serial Number: - Add MIR

Tracking & Control Data

SAC Code:	<SELECT>
Physical Security Code:	<SELECT>
Action Point Extension Date:	
Action Point Closeout:	DO NOT ALLOW ACTION POINT TO CLOSE
Closed Out Due to Non-Response:	NO

Spell Check Save Draft Add/View Attachments Submit SDR Back

Figure 3.4

1. Observe some fields may have been pre-populated based upon the Requisition Number, FSC, NIIN, and/or UII information supplied in the previous screen.
2. Enter the Originator's SDR information in each field of the SDR Originator's Edit Page.
    a. **SDR Type**: Select the type of SDR from the drop-down box. Select Packaging, Shipping, or Packaging\Shipping (which means both).
    b. **Problem Type**: Select a problem type from the drop-down box (Figure 3.6). 7-(Default) Supply Customer Originated, Depot Shipment is the default.

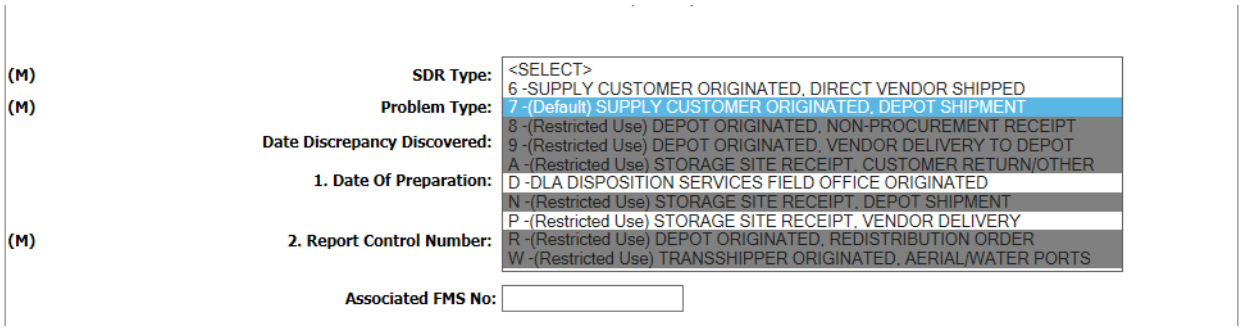


Figure 3.5

    c. **Date Discrepancy Discovered**: The date the shipping or packaging discrepancy was discovered.
    d. **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.
    e. **Report Control Number**: The RCN number designated in the previous screen.
    f. **Associated FMS No**: If generating a Foreign Military Sale (FMS) version of the SDR, enter the FMS Report Number in this field.
    g. **Block 3. To**: This block refers to Action Point information and may be pre-populated. If it is not, enter the RIC, DoDAAC or CAGE of the Action Point. The Lookup DoDAAC or Lookup CAGE buttons can be used to find information for the name of the Action Point when the DoDAAC or CAGE is unknown. The address information is editable. The values may be changed manually, if desired. **Hint:** (if no email address populates for the DoDAAC, which means there is no PDREP user at that DoDAAC that can process the SDR).
    h. **Block 4 From**: This block refers to the Originator's information. All users of the system have a user profile that includes the user's DoDAAC. The SDR system assumes that the user electronically originating the SDR is the intended Originator of the SDR. Therefore, the Originator DoDAAC, address fields and email address are automatically populated by the system. Any of the values in the Originator fields may be modified. Clicking Populate From Profile will enter your user information into the Originator fields. This is useful when taking over an SDR from another individual.
    i. **Block 5a Shipper's Code**: Enter the CAGE code, RIC or DoDAAC of a Shipper. The Lookup DoDAAC or Lookup CAGE buttons can be used to find information for the name of the Shipper when the DoDAAC or CAGE is unknown. The address information is editable. If the CAGE code, RIC or DoDAAC is not in the system, the fields will be

populated with the value of 'N\A'. The user may overwrite that value with the desired address. Shipper's information is not required for submission to the Action Point.

j. **Block 5b Invoice Number and Invoice Date:** Enter number and date of vendor's invoice or shipper's bill number. A copy of the invoice may be attached to the SF-364. (Not applicable to packaging discrepancies.) Not required for submission to the Action Point.

k. **Block 6 Transportation Document Number**: Enter the type of transportation document (GBL, CBL, manifest, waybill, insured/certified U.S. Postal Service, or transportation control and movement document (TCMD)) and the identifying number assigned to the document. This is a mandatory entry when shipment received was made via traceable means, (e.g., GBL, CBL). For U.S. SDRs involving shortages, include the following statement in block 12 -- "Shortage has been verified as not being transportation related."

l. **Block 7a Shipper's Number**: Add a contract or shipment number and optional date. Click Add Shipment No. after entering the shipment number and date. If more than one shipment is made under the contract or requisition, add additional shipment numbers and dates. It is important to click Add Shipment No. when adding shipment information to the shipment list. The screenshot below (Figure 3.7) demonstrates how the filled block should look after entering two shipment numbers. This is a mandatory data entry field for certain Problem Type 6-Customer Originated, Vendor Delivered SDRs. **Hint:** (Do not select Add Shipment No. if no number is entered, it will not allow the SDR to process if selected blank).

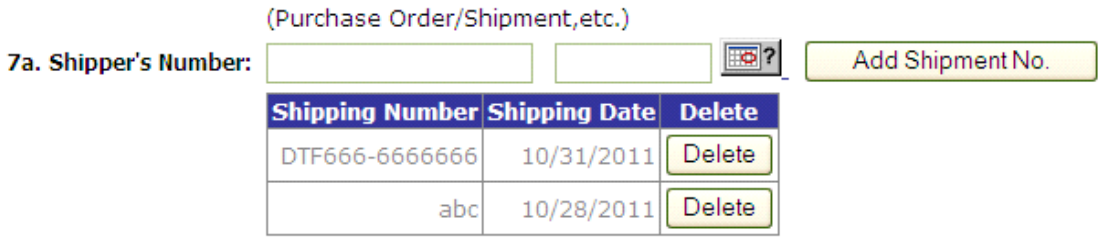


Figure 3.6

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

n. **Block 8 Requisition Number**: (aka Document Number). This number should be pre-populated with the Requisition Number entered in the previous screen. If not, enter the requisitioning activity's number, (e.g., requisition, purchase request, and suffix code, if applicable). Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Only one document number will be included on each SF-364. For U.S. SDRs only, when the original requisition number cannot be identified for discrepancies in sealed vendor packs, the reporting activity must include a constructed document number as defined below. When using a constructed document number in an SDR, use block 13 to cite the fund code and bill-to/credit-to DoDAAC, if different from that in the document number.

   i. **Constructed Document Number**: A Constructed Document Number is a number created by a U.S. Government SDR initiator to be used as a pseudo-requisition number when the original number cannot be determined. This is used only to report incorrect item and shipment quantity discrepancies discovered upon opening a sealed vendor pack and is not applicable to Security Assistance purchases. It is essential that the original contract number be reflected on the SDR to expedite ICP/IMM/depot research. The 14 - 15 position constructed document number will contain the reporting activity's Department of Defense Activity Address Code (DoDAAC) as the first 6 positions, followed by the current Julian date (YDDD), and a serial number beginning with U as the last 4 positions. When using a constructed document number in an SDR, include fund code and credit-to/bill-to DoDAAC, if different from the document number DoDAAC. Under DLMS, the U in the serial number is reported separately as a Utilization Code.

o. **Block 9 Shipment, Billing, and Receipt Data**: The NSN data is mandatory for discrepant material in the blocks grouped under the title Ordered (Figure 3-10). If reporting an NSN discrepancy, enter data for material received in error in the blocks grouped under the title Received.

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

Ordered

Nomenclature: TINY WIDGET Part No.:

Shipping, Billing, and Receipt Data

COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
EE	4444	444444444	E4	RO-ROLL	100	80	20	20	400.000

Received (If NSN discrepancy or wrong item)

Nomenclature: Part No.:

Shipping, Billing, and Receipt Data

COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
				<SELECT>					

Figure 3.7

   i. **Nomenclature**: This may be the Federal Stock Class (FSC) material description or the National Item Identification Number (NIIN) description for the material.

   ii. **Part #**: Manufacturer's part number, if available.

iii. **NSN**: - The National Stock Number is comprised of up to 4 elements; COG, FSC, NIIN, and SMIC. The NSN may be located in block 5 of the DD Form 1149 or in the Item No. (b) block of the DD Form 1149.

1. **COG** - Not required, 2 character cognizance symbol used by the Navy to provide supply management information.
2. **FSC** - Required 4 characters Federal Supply Classification code.
3. **NIIN** - Required 9 digits National Item Identification Number that identifies each item of supply used by the DoD.
4. **SMIC** - Not required, 2 character Navy Special Material Identification Code

iv. **U/I (Unit of Issue)**: 2 character abbreviation such as EA. Select the U/I from the dropdown list of all valid units of issue abbreviations.

v. **#Shipped**: Enter quantity of items shipped or billed

vi. **#Received**: Enter the quantity of items received

vii. **Quantity**: Enter the discrepant quantity

viii. **Unit Price**: Enter the unit price as billed or shown on shipping document. The unit price may be expressed in tenths of a cent.

ix. **Total Cost**: Discrepancy Total Cost = Quantity * Unit Price. This field is automatically calculated by the application. Changing either the Quantity or the Unit Price will cause this field to recalculate.

p. **DoD Unique Item ID**: This field is used to add and verify the DoD Unique Item Identifier.

q. **Condition Code**: Existing condition of item being reported.

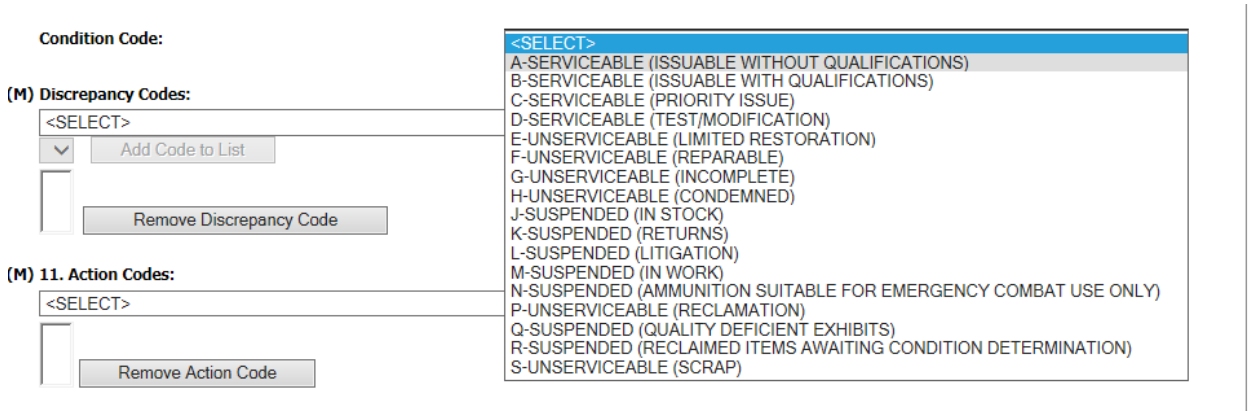


Figure 3.8

r. **Discrepancy Codes**: The user must enter at least one Discrepancy Code before sending an SDR to an Action Point. Discrepancy Codes describe the nature of the discrepancy. Discrepancy Codes are listed in the Discrepancy Codes drop-down box (Figure 3.10).

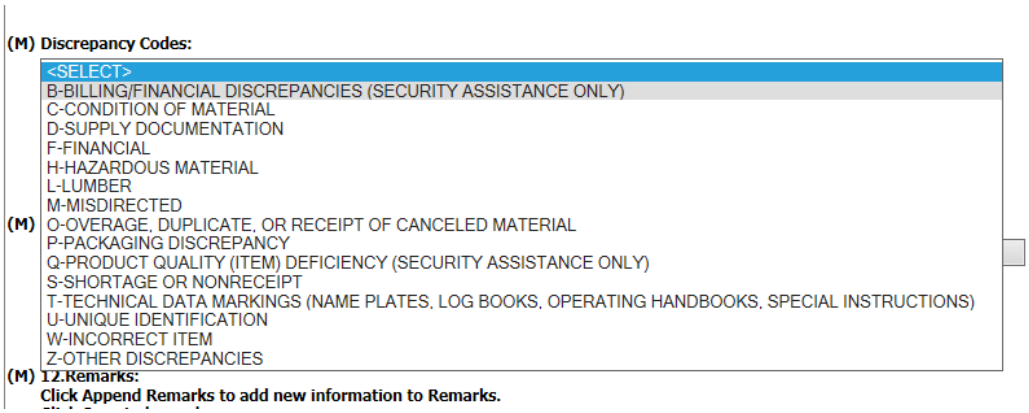


Figure 3.9

i. Select a desired code category from the drop-down box and a secondary selection box displays (Figure 3.11). Select the desired qualifier from this list.

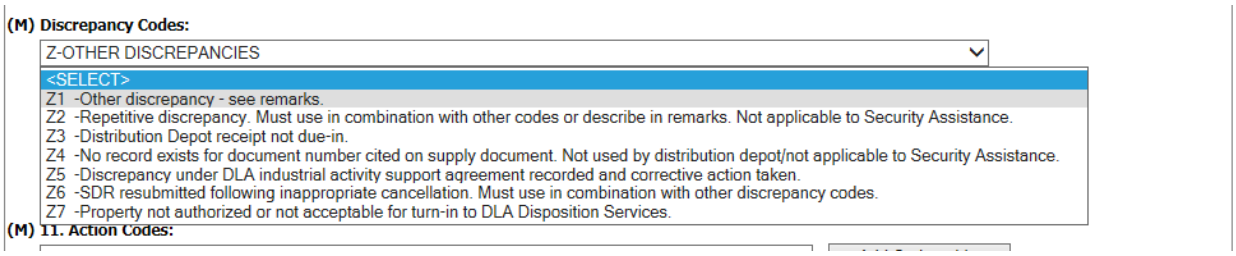


Figure 3.10

ii. Click the Add Code to List button.

iii. Enter as many codes to the discrepancy code list as needed.

iv. To remove a code, select the code from the list and click Remove Discrepancy Code (Figure 3.12).

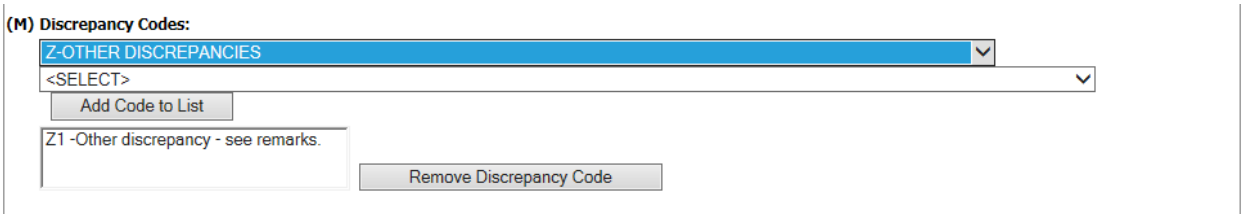


Figure 3.11

v. If a condition exists that is not listed, use code Z1 and describe discrepancy in item 12, remarks. Code Z1 should be used sparingly. The Q Codes are only used on Security Assistance SDRs for 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 QDR is answered, the investigation results will be forwarded back to the SDR system.

vi. 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.

s. **Block 11 Action Codes**: The user must enter at least one Action Code before sending an SDR to an Action Point. A list of Action Codes is provided in the Action Code field (Figure 3.13).

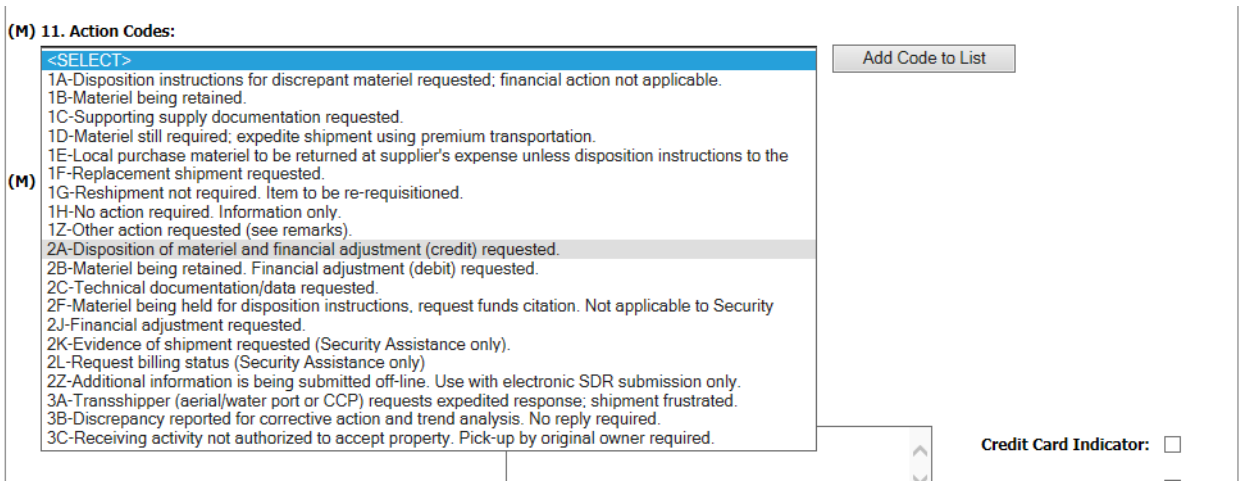


Figure 3.12

i. Click the drop-down and select a code.

ii. Click Add Action Code to populate the Action Code field (Figure 3.14). Several Action Codes may be entered.

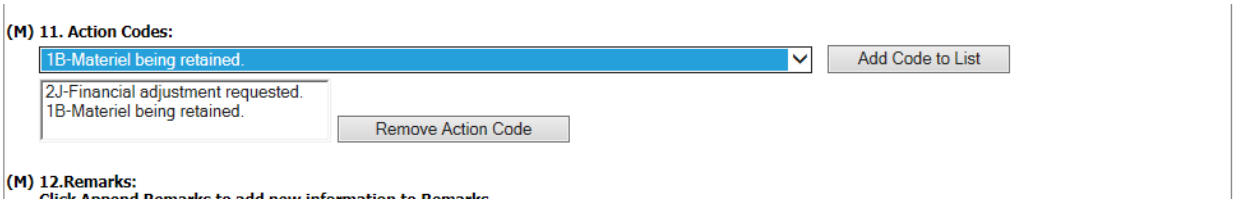


Figure 3.13

iii. ENTERING CODES 1B, 1G, 1H, AND 3B ARE INFORMATION ONLY AND WILL NOT RECEIVE A RESPONSE FROM THE ACTION POINT (THEY WILL AUTO CLOSE)

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

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

t. **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.

u. **Block 13 Funding and Accounting Data**: For packaging discrepancies, the accounting/appropriation fund site may be entered in this block by the SDR initiator if reimbursement funds/credits are expected for costs incurred to correct reported deficiencies. Use only when a billing document such as the SF-1080, Voucher for Transfer Between Appropriation and/or Funds, will not be prepared. For shipping discrepancies, used to identify the original requisition fund code to be credited when this information is not otherwise available to the action office. When using a constructed document number, used to identify the fund code and bill-to/credit-to DoDAAC, if different from that in the document number cited in Block 8. The Job Order is the ten character value found on the funding documentation for a job. The Key-Op is the three character value assigned to a key operation within a job order. The Fund Code, Project, Location of Exhibit, Hazardous Material Code, and Material Level Code can also be entered if known. Not required for submission to the Action Point.

v. **Block 14 Name, Title, and Phone Number of Preparing Official**: This is the SDR preparer's information.

w. **Block 15 Distribution Address for Copies**: A text field allowing the Originator to type in the codes to which manual distribution will be made. This field is not intended for email address information. Email information may be entered once the Originator data entry fields are completed. Click Send Email to Action Point button.

x. **MIR Serial Number**: Serial number from which the SDR was created.

3. Enter the Tracking and Control Data (Figure 3.14)

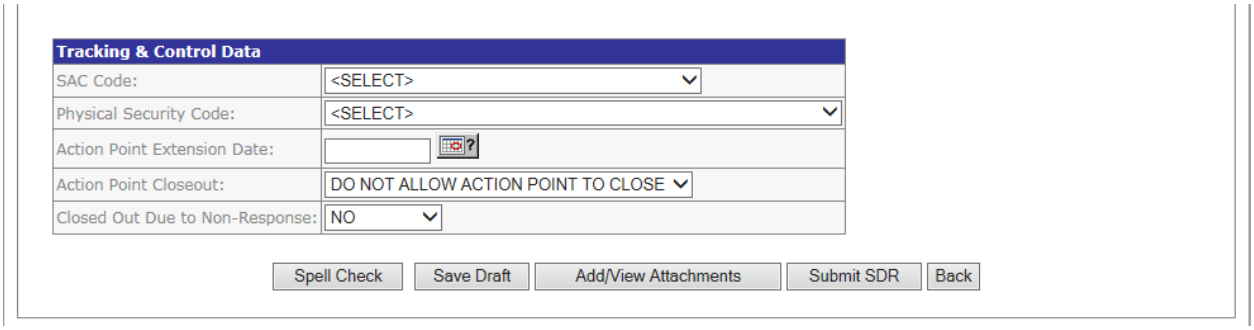


Figure 3.14

a. **SAC Code -** Typically used only by Marine Corps. Stores Account Code (SAC).

b. **Physical Security Code -** Typically used only by Marine Corps. Physical Security Code (PSC).

c. **Originator Release Date -** This date field is auto generated after the originator submits the SDR to the Action Point (this field will appear after the SDR is submitted to the Action Point)

d. **Action Point Due Date -** This date field is required to electronically send the SDR to an Action Point. Click Calculate Due Date button which will compute the date based the Problem Type drop-down list box; 30 days for Type 7 and 55 days for Type 6 SDRs.

e. **Save and Release to Action Point Button -** After all SDR data is entered in the Originator fields, click the Save and Release to Action Point button on the Originator's-Edit page. If all data on the page is valid, no informational or error messages will be generated.

   i. When the Action Point is a DoDAAC, SDR is a Type 7, and the Originator Release Date is entered, the SDR will be sent automatically (via DoD WebSDR) to the Action Point for action. The user receives confirmation that the WebSDR system is being used to process the record.

   ii. When the Action Point is a CAGE, the SDR is a Type 6. Clicking the Save and Release to Action Point button will take the Originator to an email screen to forward a copy of the SDR to the Vendor.

f. **Action Point Extension Date -** This is an optional date field to track extensions to the original Action Point Due Date without overwriting the original Action Point Due Date.

4. **Save and Resubmit to Action Point Button -** Clicking the Save and Resubmit to Action Point button will validate the data on the page and check the type of SDR. Resubmitting or rebutting can only be done for records for which a reply from the Action Point has been previously received. Type 6 SDRs with a CAGE will navigate to the emailing screens so the user can send the update. Type 7 and Type 6 SDRs with DoDAAs/RICs will automatically be forwarded via the DoD WebSDR system.

5. **Action Point Close Out**: Provides the Originator the option to allow the Action Point to close the SDR.

6. **Close Date**: When the Originator has received a response from the Action Point, if the Action Point response requires no further involvement from the Originator, the SDR should be closed by the Originator (as long as the Action Point has supplied an adequate response). The record is closed by entering a Closed Date. This field must not contain an entry if the SDR is being sent electronically to an Action Point. The Action Points also have access to this field in the Action Point's View\Edit Action Point Fields page. The Action Point may opt to fill in this field, if the Originator has granted the Action Point close out authority. By doing so, the Action Point acknowledges that disposition has been provided. The Originator has the final say on closing and may wish to re-open the SDR by removing the closed date. Electronic updates are not accepted after the record is closed. Originators may manually update the record. **Hint:** (once close out date is selected, then select save to close record).

7. **Closed Out Due to Non – Response**: Selecting Yes or No allows metrics to be taken on SDRs that never receive an adequate response from the Action Point.

8. The Save Draft button allows an Originator to save a draft or incomplete SDR before sending it to an Action Point. Click the Save Draft button at any time to save the current data. The system will not validate the data as long as the Originator Release Date block is blank. When the Originator's Release Date is entered, the SDRs mandatory fields and logic are validated. Clicking the Save Draft button saves the record as a draft when the Originator's Release Date is NOT entered.
9. If the Originator's Release Date is entered, and the record is a Type 6 R IC/DoDAAC or a Type 7 SDR, the record will be sent automatically to the Action Point via WebSDR.
10. If the Originator's Release Date is entered, and the record is a Type 6 CAGE Code SDR, the user must click the Send Follow-up to Action Point button to manually send the SDR via email.
11. The user can also communicate about the SDR using the Send Update/Correction to Action Point button and accessing the email capabilities to send additional information or attachments to the Action Point.
12. To add attachments select the Add/View Attachments tab as seen if Figure 3.15.

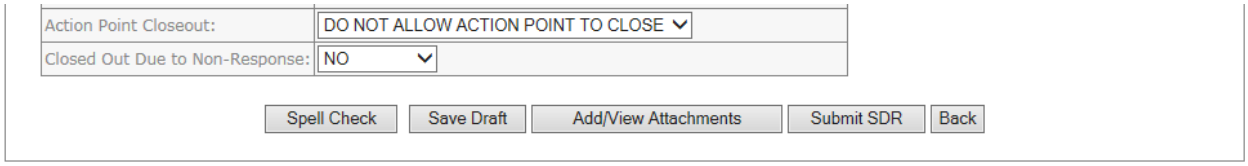


Figure 3.15

13. Once select Figure 3.16 will be displayed, select Add Attachment.

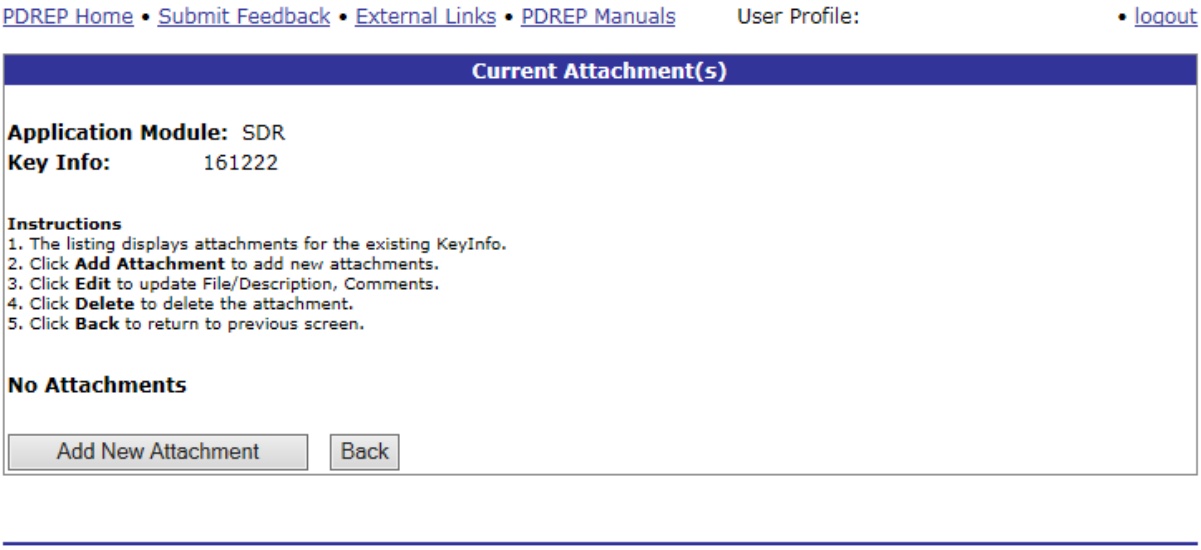


Figure 3.16

14. Once Add Attachment is selected figure 3.18 will be displayed. Select Browse to get you saved attachment. Once attachment is select all three columns must be filled out **(M)**, the select the Upload Attachment to attach file.

Figure 3.17

15. If sending SDR to WebSDR the following requirements must be met: File Formats. Permitted file formats that can be used in the DoD WebSDR for uploading supporting files: BMP, DOC, GIF, JPG, JPEG, PDF, TXT, DOCX, XLS, and XLSX. **File Size.** Maximum file size limit for uploading supporting documentation: 5 MB

16. The best way to notify a civilian vendor of a problem is to email them a copy of the SDR. The vendor has the option of using PDREP to answer, but cannot be required to do so, and will usually answer from outside the system by phone, email, or fax. The PDREP Originator should enter data in the Action Point page when this occurs to ensure the answer is captured for future reference.

17. Originators can also use the Send Follow-up to Action Point to forward attachments to any DoDAAC or CAGE as long as an appropriate email address is entered for the Action Point.

18. Clicking the Cancel button will navigate the user back to the previous page without saving any data since the last save action.

19. Once SDR is sent block 3 cannot be modify until Action Point returns SDR to Originator. See figure 3.16.

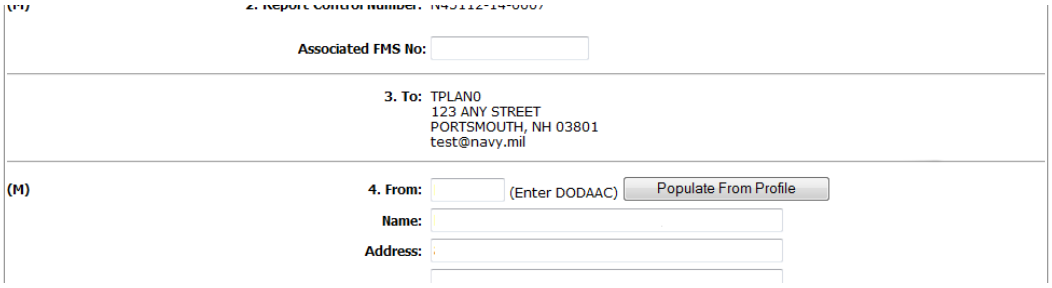


Figure 3.18

4 FINDING, VIEWING, AND MANAGING EXISTING SDRS

4.1 Viewing the Worklist

After logging into PDREP, click on SDR Worklist or Search tabs and follow the on screen instructions to locate previously entered SDRs.

The SDR Worklist tab provides options for listing records by:

1. All Open SDRs (created by the reporting DoDAAC)
    a. All open SDR regardless of location
2. Originator Unreleased
    a. Records that have been saved in the draft mode (not released to action point)
3. Originator Review
    a. All records of DoDAAC that have been replied to.
4. Reply to Originator
    a. Records at an Action Point
5. Replied
    a. User records that have been replied to.
6. Active
    a. User Worklist of active records waiting for a reply
7. Closed
    a. Records the originator has closed out.

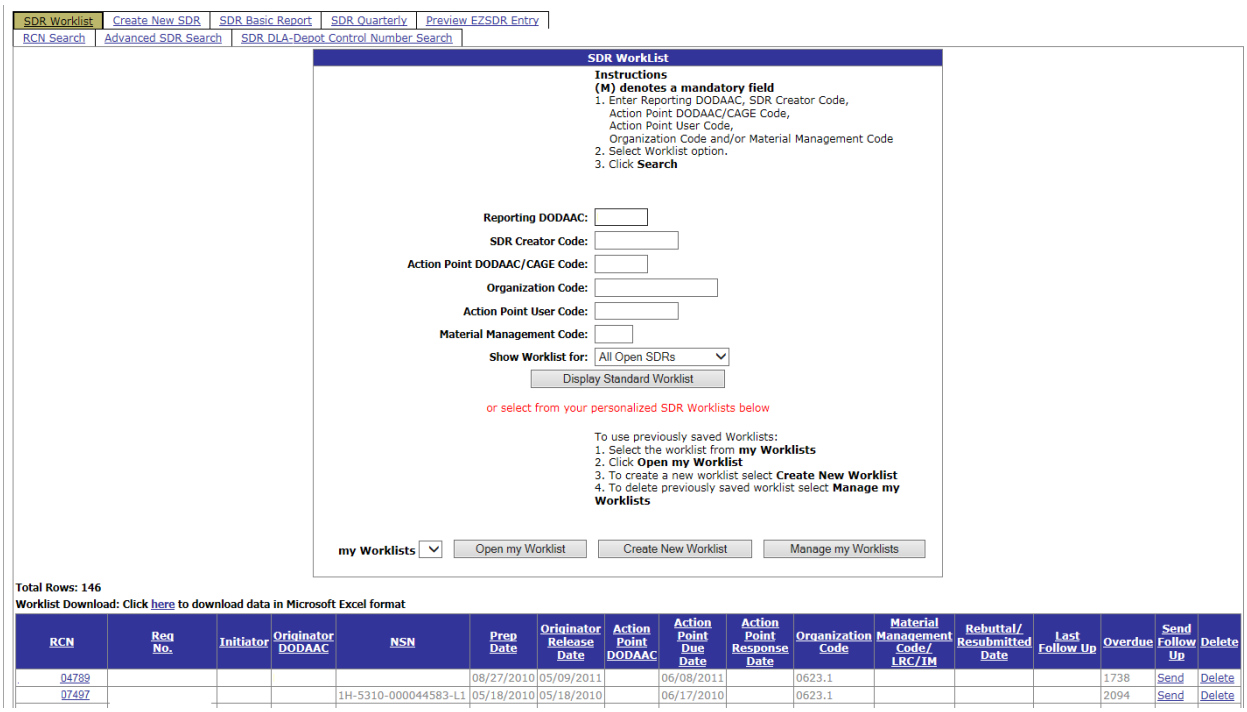


Figure 4.1

Follow the on screen instructions to search for records.

To view or edit a record, click on the RCN link under the RCN column. This will take you to the record.

1. The results of the SDR Worklist search contain:
    a. **RCN (Requisition Control Number)-** the PDREP Control number for the SDR
    b. **Requisition Number-** Sometimes referred to as the Document Number
    c. **Initiator-** PDREP User ID of person who submitted the SDR
    d. **Prep Date-** Date the SDR was prepared by the Originator
    e. **Originator Release Date-** Date the Originator sent the record to the Action Point
    f. Action Point DoDAAC
    g. **Action Point Due Date -** Date by which the Action Point is required to respond
    h. **Action Point Response Date -** If the Action Point has responded, this field contains the date on which that occurred
    i. Organization Code
    j. Material Management Code / CRC/IM
    k. Rebuttal/Resubmitted Date
    l. **Last Follow up-** Displays the date a tracer email was last sent to the Action Point

m. **Overdue** - Days the Action Point is late on their response based on the difference between the current date and the Action Points Due Date

n. **Send Follow up** - This option appears when the Action Point is overdue (Figure 4.1). Click Send Follow up email to the Action Point.

o. **Delete** - This option is available if users desire to remove a record from PDREP. Deletion is only possible if the record has not been released to the Action Point. To delete a record, click on the Delete link that appears in the row of the unreleased record to be deleted. Follow the on screen pop up instructions to cancel the action or proceed with deleting the record.

4.2 Create New Worklist

1. To make a customized worklist click on the Create New Worklist button (figure). This will allow making a customized worklist with data elements you select. Several lists may be saved.

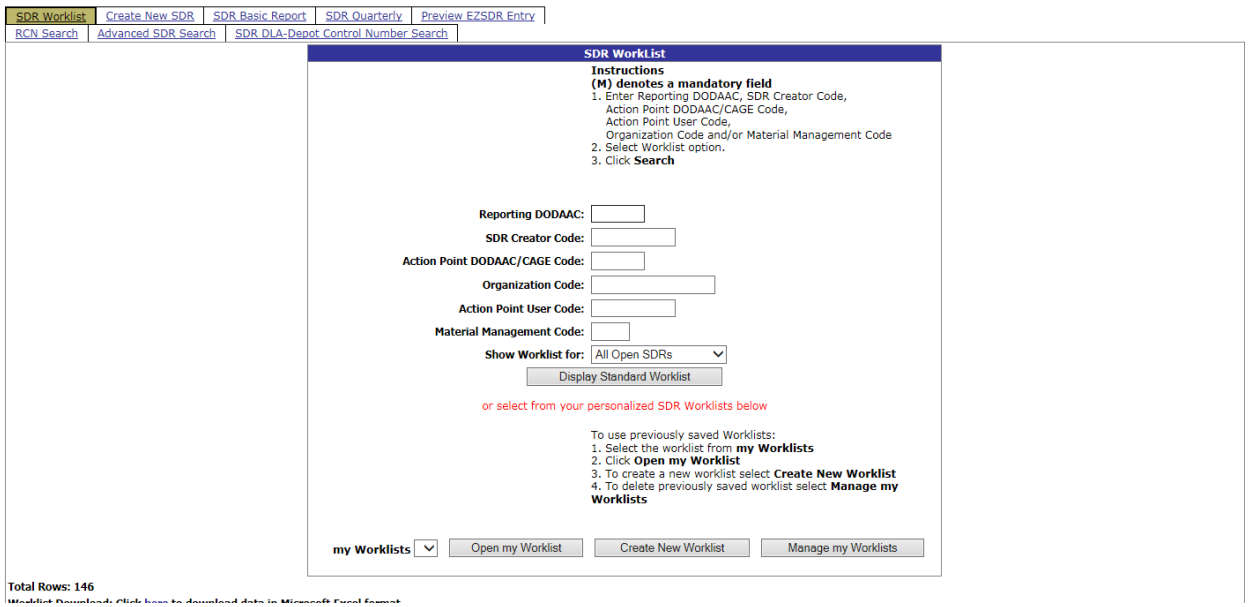


Figure 4.2

2. Please refer to the Ad hoc user guide to get help on how to set up an Ad hoc. It will be the same as the worklist Ad hoc.

4.3 Send Follow up

Clicking the Send link on the SDR Worklist page will take you to the Send Tracer page (Figure 4.2).

1. Enter comments in the space provided and click the **Follow up** button. The Follow up sends a follow-up email to the Action Point with added comments and places a record of the follow-up in PDREP History (Figure 4.3). A second Follow up will be listed as a second follow-up. Users can also view the entire history for a record by clicking on **SDR History** link.

Figure 4.3

Figure 4.4

4.4 SDR Search Tab

4.4.1 RCN Search

The SDR Search tab allows a user to search using a complete or partial report number or requisition number. Follow the on screen instructions to search for records. A successful SDR search is displayed in Figure 4.4 below.

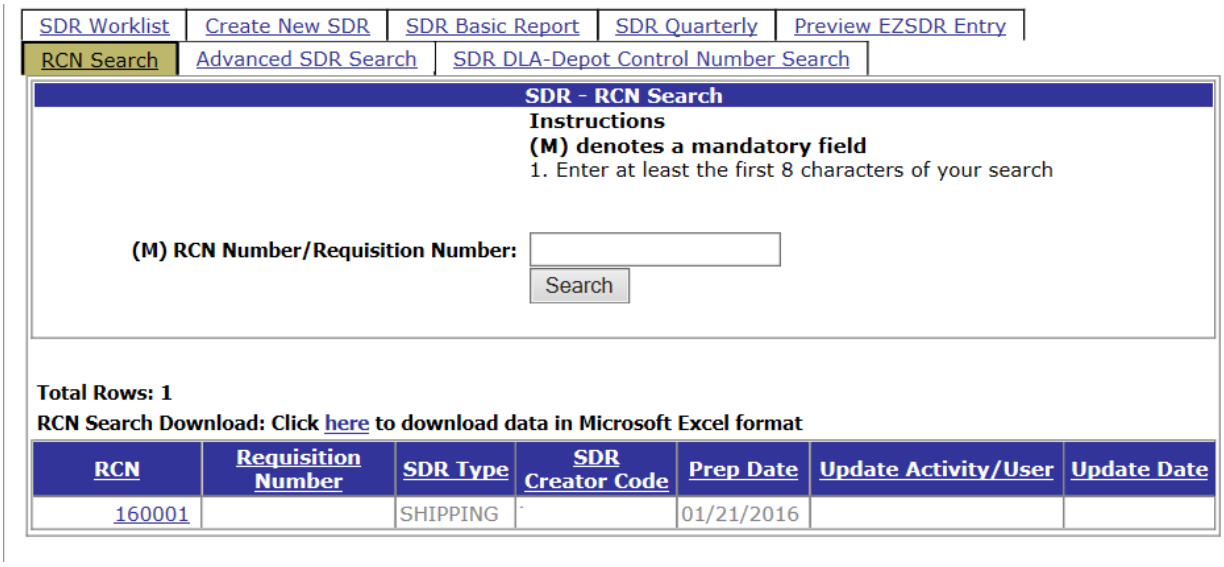


Figure 4.5

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

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

4.4.2 Advanced SDR Search tab

The Advanced SDR Search tab expands the search criteria available. See Figure 45

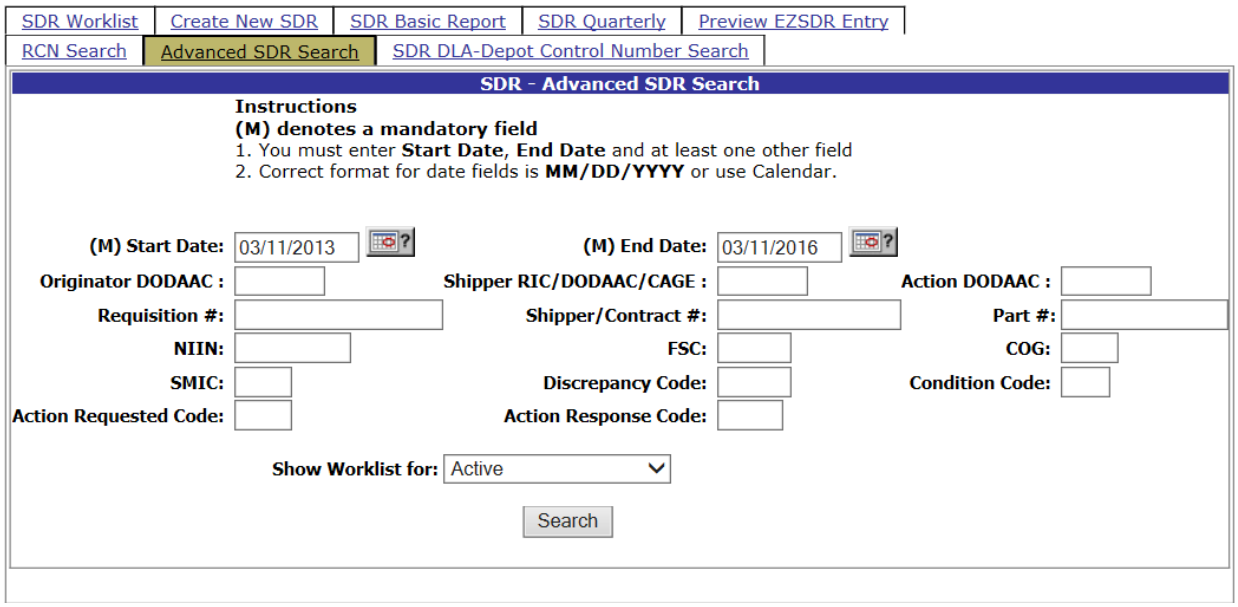


Figure 4.6

4.4.3 SDR DLA-Depot Control Number Search

The search will allow to find SDR's using the DLA-Depot Control number.

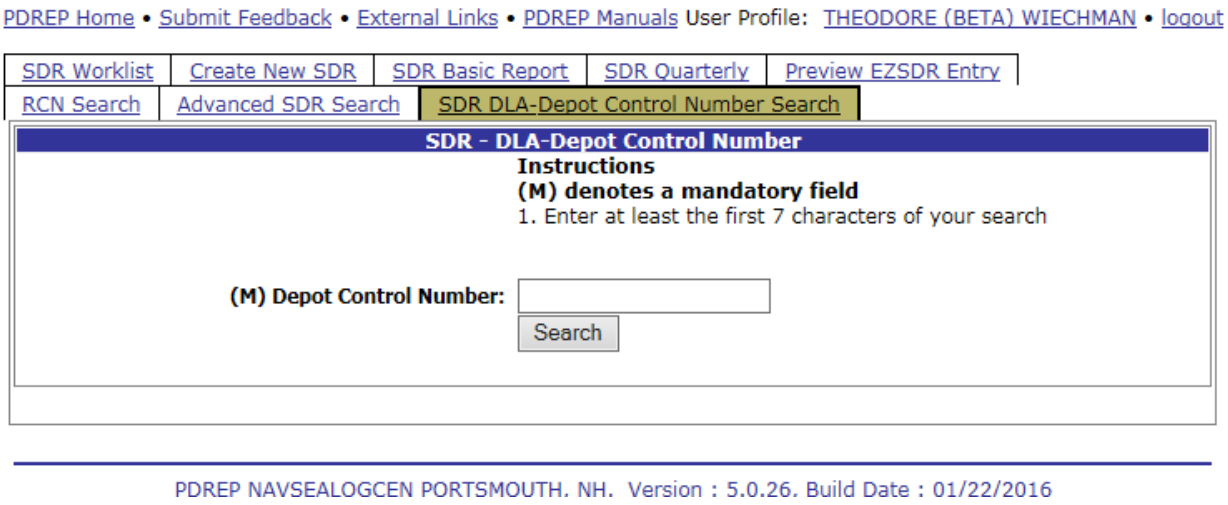


Figure 4.7

4.4.4 SDR Search Results

The results of the SDR search contain:

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

After finding the records you're looking for, you can access those records by clicking on the Report Number link from the results listed (See Figure 4.1). This will bring you to the SDR Front View page (Figure 4.6).

SDR Worklist | Create New SDR | SDR Basic Report | SDR Quarterly | Preview EZSDR Entry
RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search

CHOOSE LEVEL
Originator
Action Point

QUICK VIEWS
View SF-364
View SF-364 - HTML
SDR History

ATTACHMENTS
View/Upload Files(0)

EXHIBIT TRACKING
Exhibit Tracking
Create DD-1348

SDR View

SUPPLY DISCREPANCY REPORT (SDR)
SHIPPING

1. DATE OF PREPARATION: 01/21/2016
2. REPORT NUMBER: 16- 0001
3. TO (Name and address, include ZIP Code)
4. FROM (Name and address, include ZIP Code)
5a. SHIPPER'S NAME
5b. NUMBER AND DATE OF INVOICE
6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)*
7b. OFFICE ADMINISTERING CONTRACT
8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request, etc.)*

9.SHIPMENT, BILLING , AND RECEIPT DATA / 10. DISCREPANCY DATA

(a) NSN/PART NUMBER AND NOMENCLATURE	(b) UNIT OF ISSUE	(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(a) QUANTITY	(b) UNIT PRICE	(c)TOTAL COST
ORDERED						
		1	1	1		
CIIC:						
RECEIVED						
		0	0	0		

(10d) DISCREPANCY CODES
Z1 - OTHER DISCREPANCY - SEE REMARKS.

11. ACTION CODES
1A - Disposition instructions for discrepant materiel requested; financial action not applicable.

12. REMARKS
Added by

13. FUNDING AND ACCOUNTING DATA

14a. NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL
14b. SIGNATURE

15. DISTRIBUTION ADDRESSES FOR COPIES

16. FROM (Action Point):
17. DISTRIBUTION ADDRESSES FOR COPIES:
18. TO (Originator):

ACTION POINT RESPONSE CODES
No Action Disposition Codes Founds
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM
a.,b. MATERIAL :
c. AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A :
d. INVOICE BILL ATTACHED :
e. PROOF OF DELIVERY OR EVIDENCE OF SHIPPING ENCLOSED :
Depot Control Number :
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL
a.,c. DISPOSITION :
b. REPRESENTATIVE WILL CALL FOR DISCUSSION IN 0 DAYS
d. MATERIAL WILL BE PICKED UP IN 0 DAYS
e. SHIP MATERIAL : OTHER | **COLLECT CHARGES VIA :** | **TRACKING NUMBER :**
f. SHIPMENT COMMENTS :
21-22 REPLACEMENT DISPOSITION
REPLACEMENT DISPOSITION :
REPLACEMENT DATE (If replacement is made) :
23. REMARKS
24a. NAME AND PHONE OF PREPARING OFFICIAL :
25c.ACTION POINT RELEASE DATE :

STANDARD FORM 364

Figure 4.8

1. The Front of the SF-364 displays the traditional view created by the Originator. To view the Action Point's information (Figure 4.7) click on the View SF-364 (Back) or View SF-364 (Back)-HTML link.

4.4.5 Editing an Existing SDR

1. To edit the Originator fields in a record, click on the Originator link on the left. You will then be directed to the Originator-Edit page. For a more detailed explanation of this page, go to Section 1.1 of this document, "SDR Originator – Edit"

    a. **Viewing and Uploading Attachments** - To view or upload attachments, click on the View/Upload Files link on the left and follow the on screen instructions.

    b. **Following Up on Overdue SDR** - Following up on overdue SDRs in PDREP is done by email (Figure 4.8). Click on the Send Follow-up to Action Point button. You'll be directed to the email SDR to Action Point page (Figure 4.9). Fill in the remarks block with your comments regarding the SDRs status. Click Send Now to send the email.

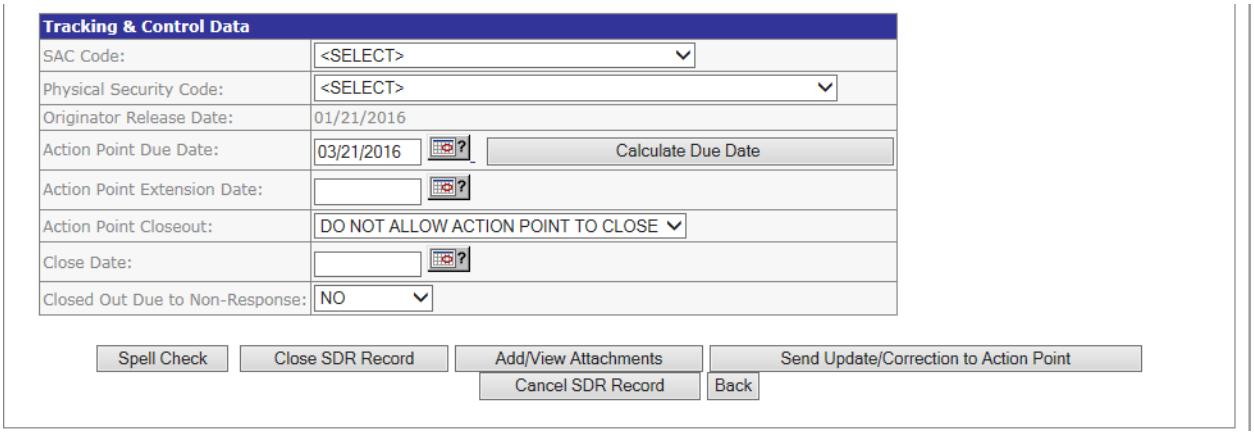


Figure 4.9

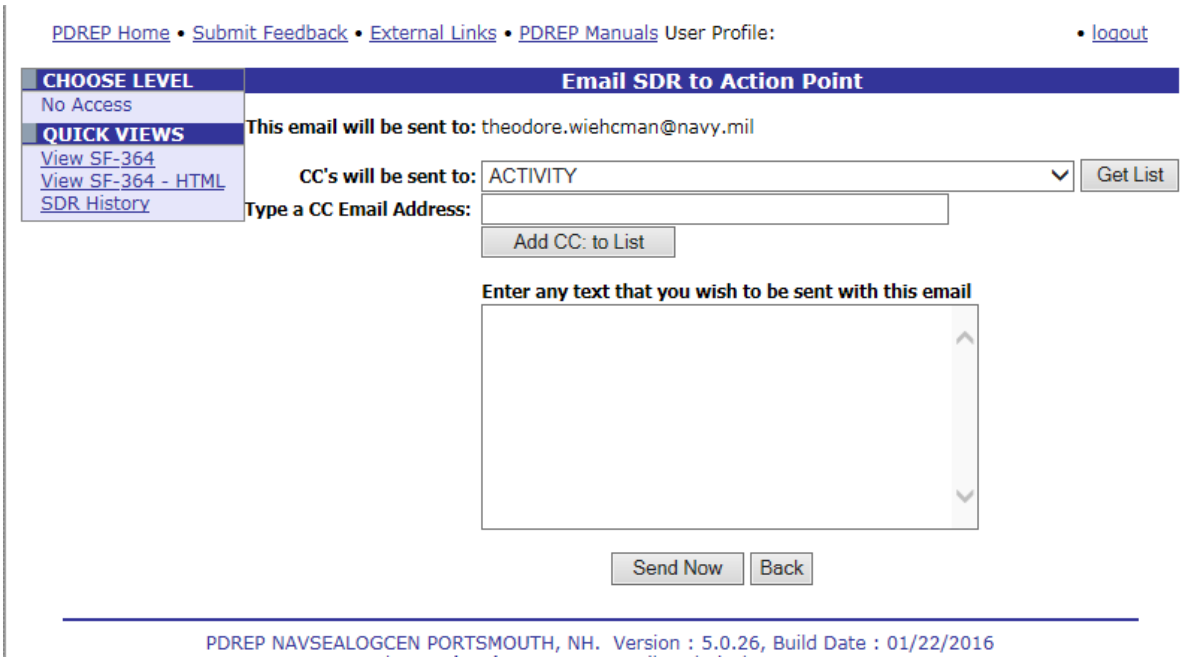


Figure 4.10

c. **Send Follow-Up to Action Point** - If an email address for the Action Point has been provided, click Send Email to Action Point button. The system will not proceed until the following validations are performed:

   i. Action Point email address must be present and valid.

   ii. Originator Release Date and Action Point Due Date must be present.

   iii. Preparation date must be set and must be earlier than the release date.

   iv. Valid Action Point DoDAAC required.

   v. Valid Originator DoDAAC required.

   vi. Requisition number must be present and 14 or 15 characters long.

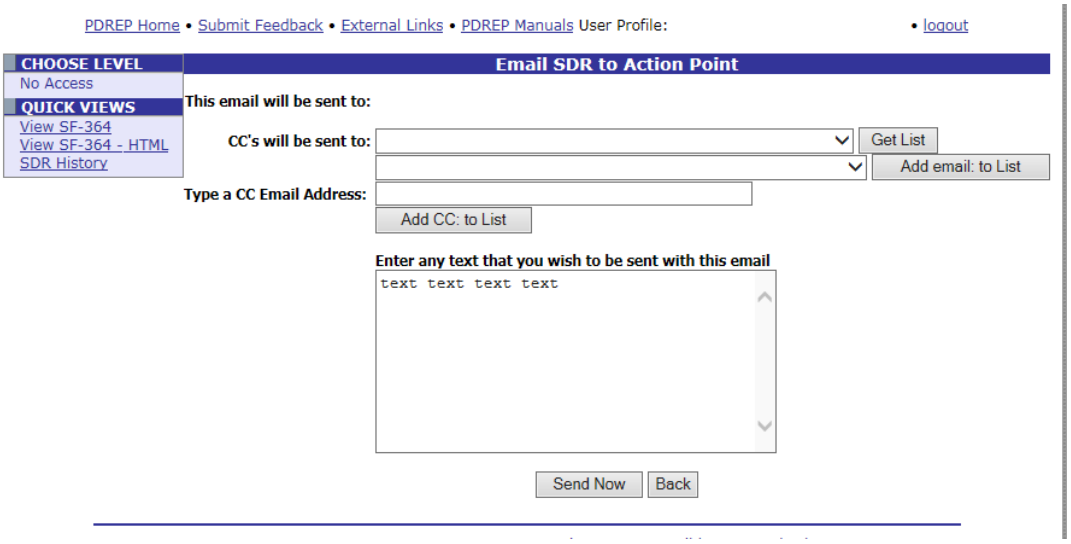


Figure 4.11

2. If the Action Point does not have the means to receive the SDR electronically, the SDR must be sent manually. After all the SDR Originator Data is entered, send the SDR via fax to the Action Point. The manual steps to send the SDR are as follows:

   a. Click View SF-364 (Front) - HTML Form on the navigation bar on the left side of the screen.

   b. Print form and fax\email to Action Point.

   c. Upon receipt of disposition, enter data into View/Edit SDR Action Point Fields. (All Originators have access to Action Point fields.)

3. Once the Originator Data is validated, the user is directed to a page where additional email information may be entered. The email will be sent to the Action Point email address that was specified in the Originator Data entry page. Enter up to six addresses for copy. A message may be entered that will appear at the top of the email that's received by the Action Point. After all email related information has been entered, click Send Now button. This will send the Action Point an email containing the message and an embedded version of the SF-364. All of the data entered up to this point will be contained in the email. A message will appear that confirms successful transmission of the email, and an option for logging out of the system, or returning to the SDR base page is available. Click Cancel to go back to the previous screen.

5 Closing and Cancelling SDRs

5.1 Closing an SDR

Closing an SDR in PDREP is done by entering clicking the Closed SDR record button (Figure 5.1). Generally, when the Originator is satisfied that the response received from the Action Point adequately addresses the issue that was reported, the SDR should be closed.

Close Out Due to Non-Response - If for any reason a record is closed because the Action Point did not respond or could not be located, the Closed Out Due to Non-Response indicator should be set to YES.

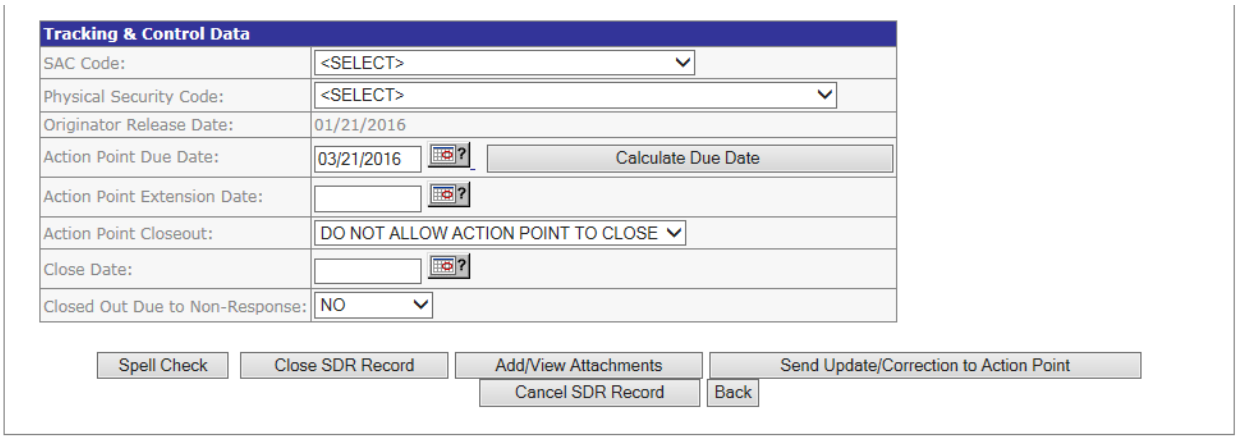


Figure 5.1

1. If SDR is returned to Originator and needs to go to a different Action Point this can be done by changing block 3 to the new Action Point the selecting the Save and Resubmit to Action Point tab as seen in figure 5.2

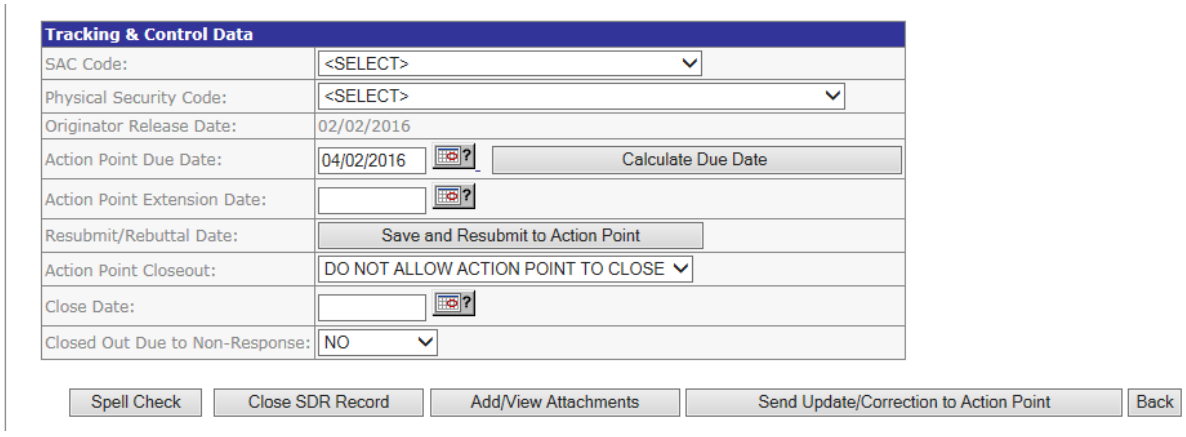


Figure 5.2

5.2 Cancelling an SDR

1. Actions required to cancel an SDR are described below
2. On the Originator edit page select Cancel SDR this will automatically enter a Disposition Code of 143 (SDR canceled by submitter) on the Action Point response code.
3. This action will also closed out the SDR.

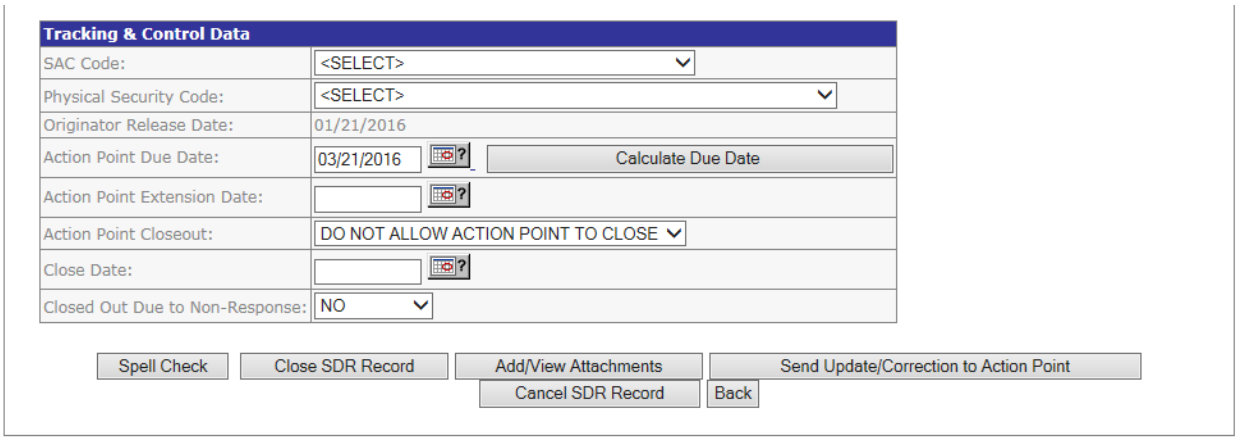


Figure 5.3

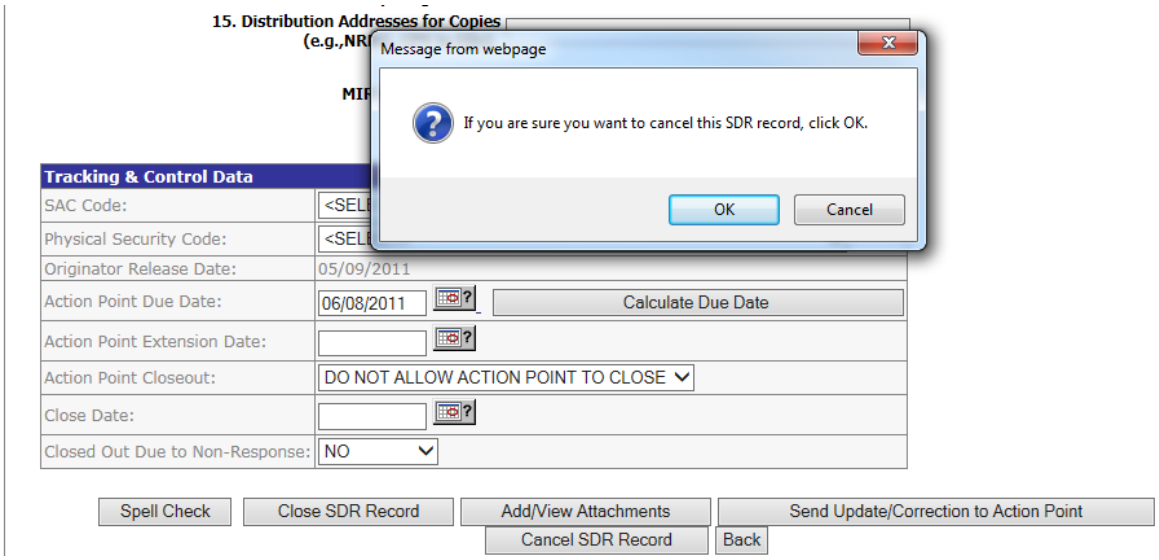


Figure 5.4

6 VIEWING SDR REPORTS

To access report functions, click the SDR Basic Report tab (Figure 6.1).

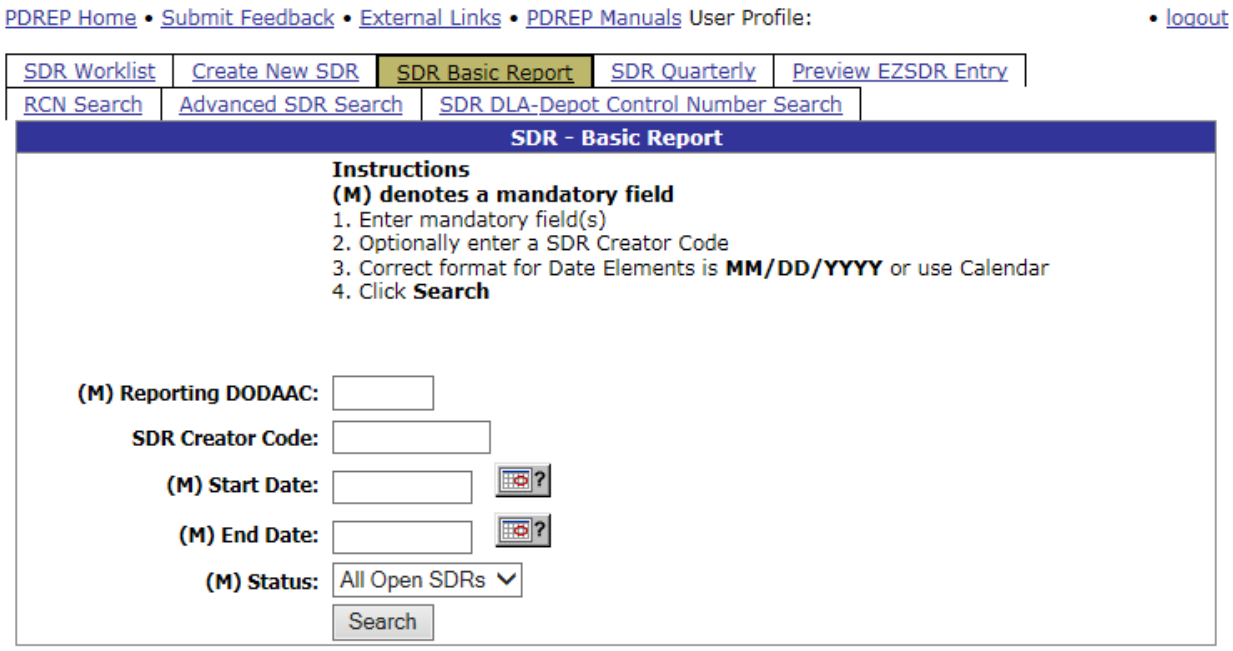


Figure 6.1

1. This page allows for filtering of SDR records by Reporting DoDAAC, SDR Creator Code, Start Date, End Date and various Status options. See Figure 6.2

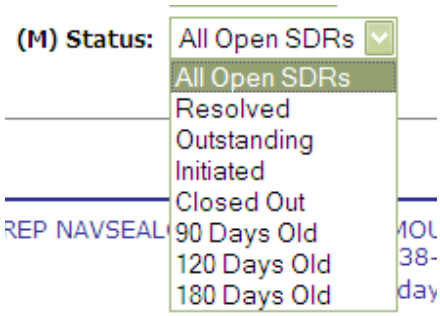
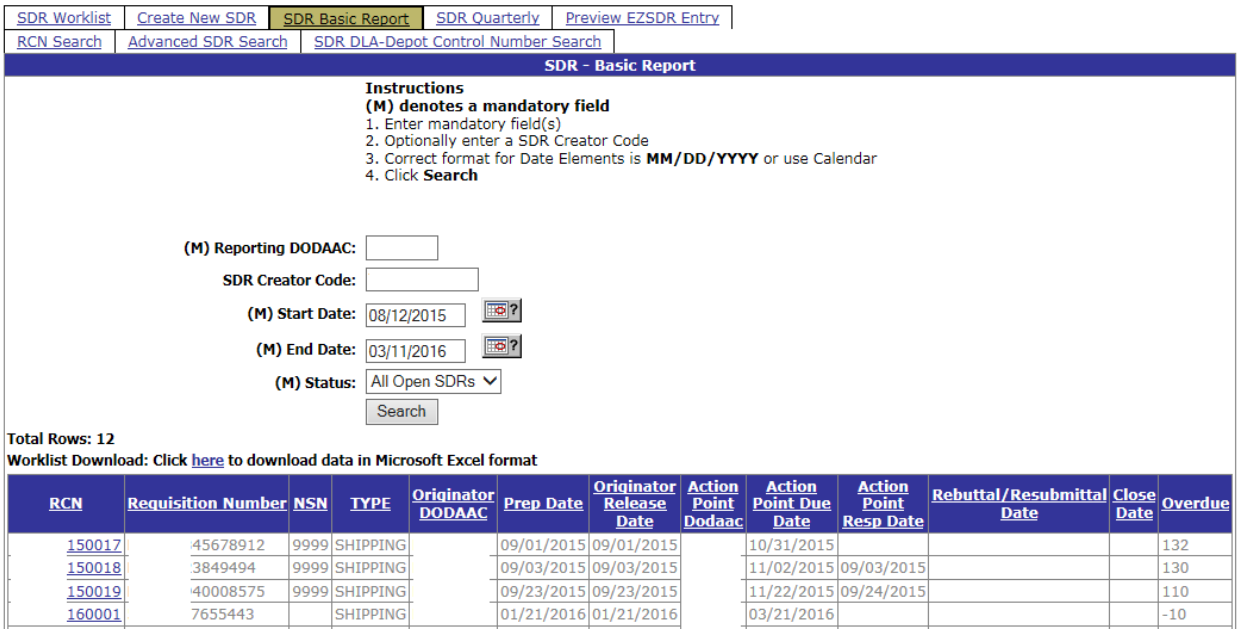


Figure 6.2

2. Enter the desired search criteria and click the Search button. Results are displayed in a worklist format (Figure 6.3).



RCN	Requisition Number	NSN	TYPE	Originator DODAAC	Prep Date	Originator Release Date	Action Point Dodaac	Action Point Due Date	Action Point Resp Date	Rebuttal/Resubmittal Date	Close Date	Overdue
150017	45678912	9999	SHIPPING		09/01/2015	09/01/2015		10/31/2015				132
150018	3849494	9999	SHIPPING		09/03/2015	09/03/2015		11/02/2015	09/03/2015			130
150019	40008575	9999	SHIPPING		09/23/2015	09/23/2015		11/22/2015	09/24/2015			110
160001	7655443		SHIPPING		01/21/2016	01/21/2016		03/21/2016				-10

Figure 6.3

3. The results of the basic report contain the following fields.
    a. **RCN**
    b. **Requisition Number**- Sometimes referred to as the Document Number
    c. **NSN**- National Stock Number entered on the SDR
    d. **Type**- Type of SDR submitted (Shipping, Packaging, or Both)
    e. **Originator DoDAAC**- DoDAAC of the Originating Activity
    f. **Prep Date**- Date the SDR was prepared by the Originator
    g. **Originator Release Date**- Date the Originator released the record to the Action Point
    h. **Action Point DoDAAC**- DoDAAC of the Action Point
    i. **Action Point Due Date** - Date by which the Originator expects the Action Point to respond
    j. **Action Point Response Date** - If the Action Point has responded, this field contains the Action Point's Response Date
    k. **Rebuttal/Resubmittal Date**
    l. **Close Date**- Date SDR was Closed.
    m. **Overdue**- Days the Action Point is late on their response based on the current date and the Action Point Due Date.
    n. An SDR Quarterly Report is also available from the PDREP main menu Click SDR Quarterly and you'll be directed to the report page.

Figure 6.4

4. Follow the on screen instructions to create the SDR Quarterly Report.

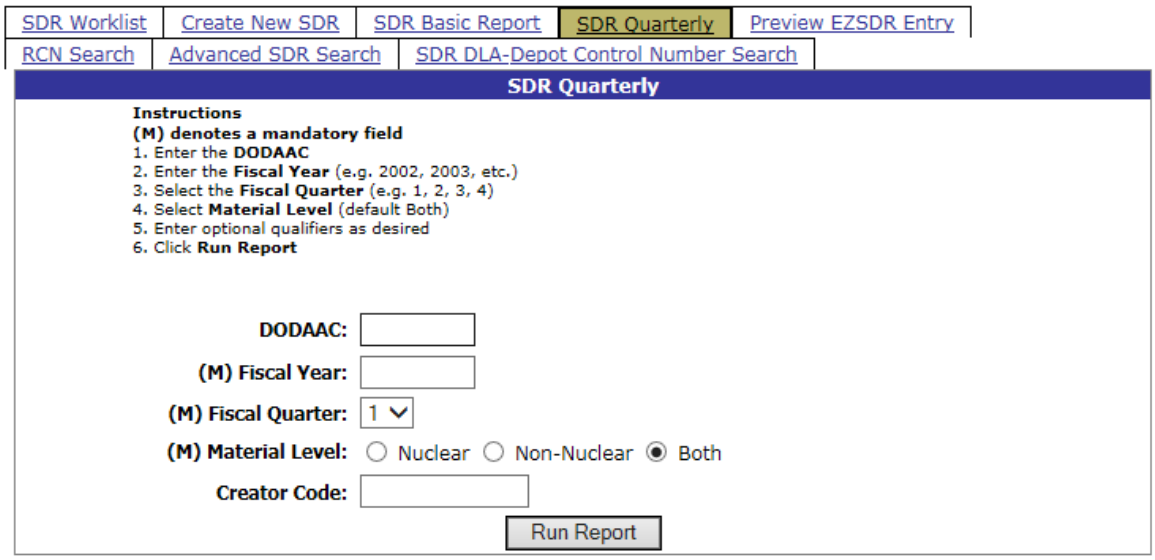


Figure 6.5

5. The results of a search are shown below.

PDREP Home • Submit Feedback • External Links • PDREP Manuals User Profile: • logout

SDR Quarterly Report

Print Back

PRODUCT DATA REPORTING AND EVALUATION PROGRAM
SDR QUARTERLY REPORT
PART A. SDRS RESOLVED OR AWAITING RESOLUTION
RUN 11-MAR-16

DODAAC:

4TH QUARTER - FISCAL YEAR 2015

		NAVY	DLA	OTHER	VENDOR
1.	Unresolved Beginning of QTR (line 14 from prior QTR)	59	47	18	4
2.	Dollar Value Unresolved (line 15 from prior QTR)	68568	44674	611	2
3.	Number Initiated*	2	1	0	0
4.	Dollar Value Initiated*	0	0	0	0
5.	Number Resolved (sum of lines 6, 8 and 10)	0	1	0	0
6.	Resolved Reimbursement Authorized	0	0	0	0
7.	Dollar Value Reimbursement Authorized	0	0	0	0
8.	Resolved Reimbursement Denied	0	0	0	0
9.	Dollar Value Reimbursement Denied	0	0	0	0
10.	Resolved Other Action Required	0	1	0	0
11.	Dollar Value Other	0	0	0	0
12.	SDRs Closed Out Due to Non-Response	0	0	0	0
13.	Dollar Value SDRs Closed Out Due to Non-Response	0	0	0	0
14.	Unresolved End of QTR (lines (1+3)-(5+12)=14)	61	47	18	4
15.	Dollar Value Unresolved (lines (2+4)-(7+9+11+13)=15)	68568	44674	611	2
16.	Number Over 90 Days Old (included in Line 14)	59	46	18	4
17.	Dollar Value Over 90 Days Old (included in Line 15)	68568	44674	611	2
18.	Number Over 120 Days Old (included in Line 16)	57	46	18	4
19.	Dollar Value Over 120 Days Old (included in Line 17)	68568	44674	611	2

* Does not include information only SDRs

PRODUCT DATA REPORTING AND EVALUATION PROGRAM
SDR QUARTERLY REPORT
PART B. DISCREPANCY CODE SUMMARY
RUN 11-MAR-16

FOR
4TH QUARTER - FISCAL YEAR 2015

		NAVY	DLA	OTHER	VENDOR
H1.	Hazardous item in a condition other than shown on supply document or on the supporting inspection/test ce	2	0	0	0
S3.	Total nonreceipt of U.S. Postal Service shipment.	0	1	0	0

Figure 6.6

7 ENTERING AN ACTION POINT REPLY

1. Accessing the Action Point edit page to provide a response to an Originator can be done by clicking Action Point from the SDR base page (Figure 7.1).

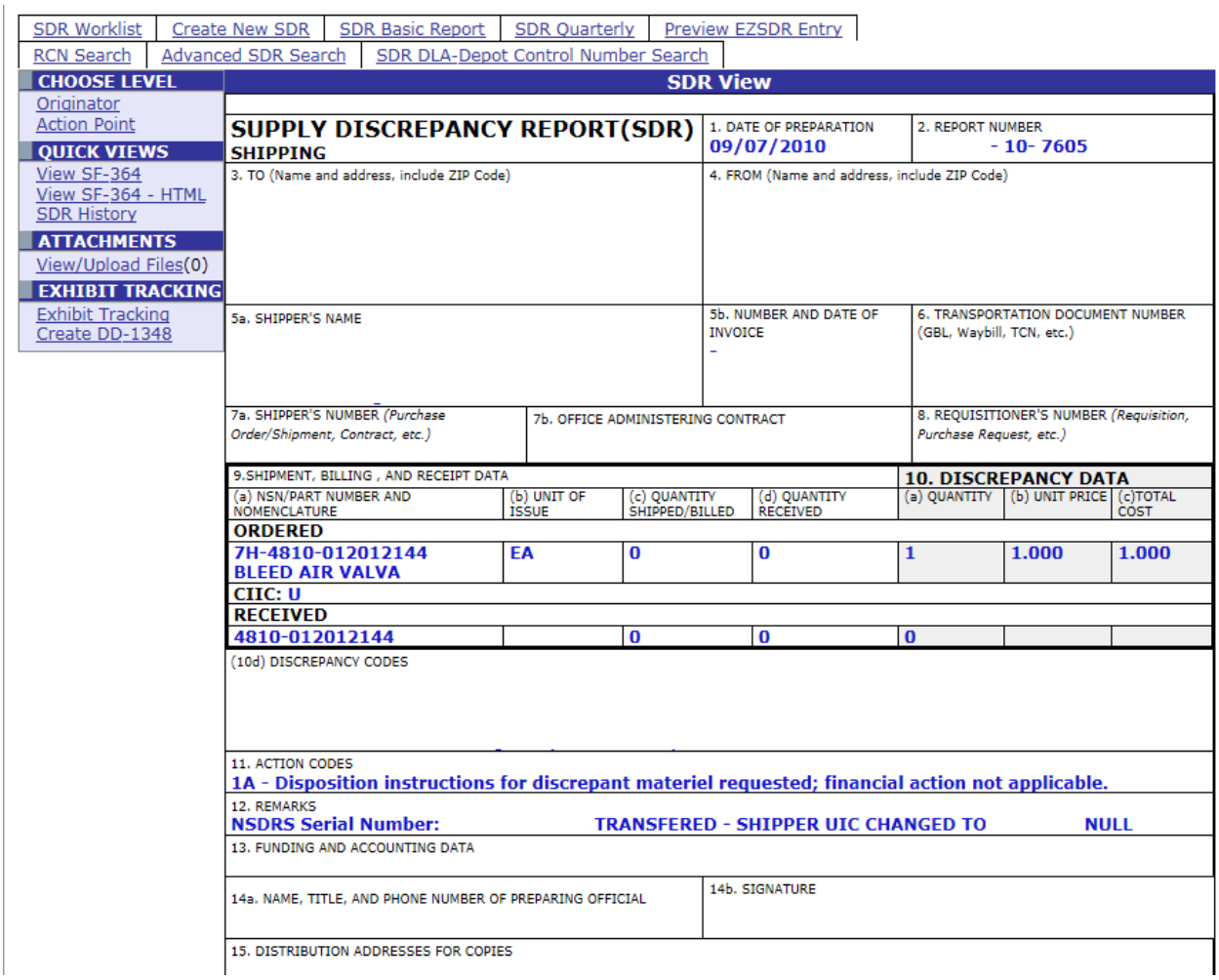


Figure 7.1

2. The SDR Action Point Edit screen displays (Figure 7.2 and Figure 7.3).

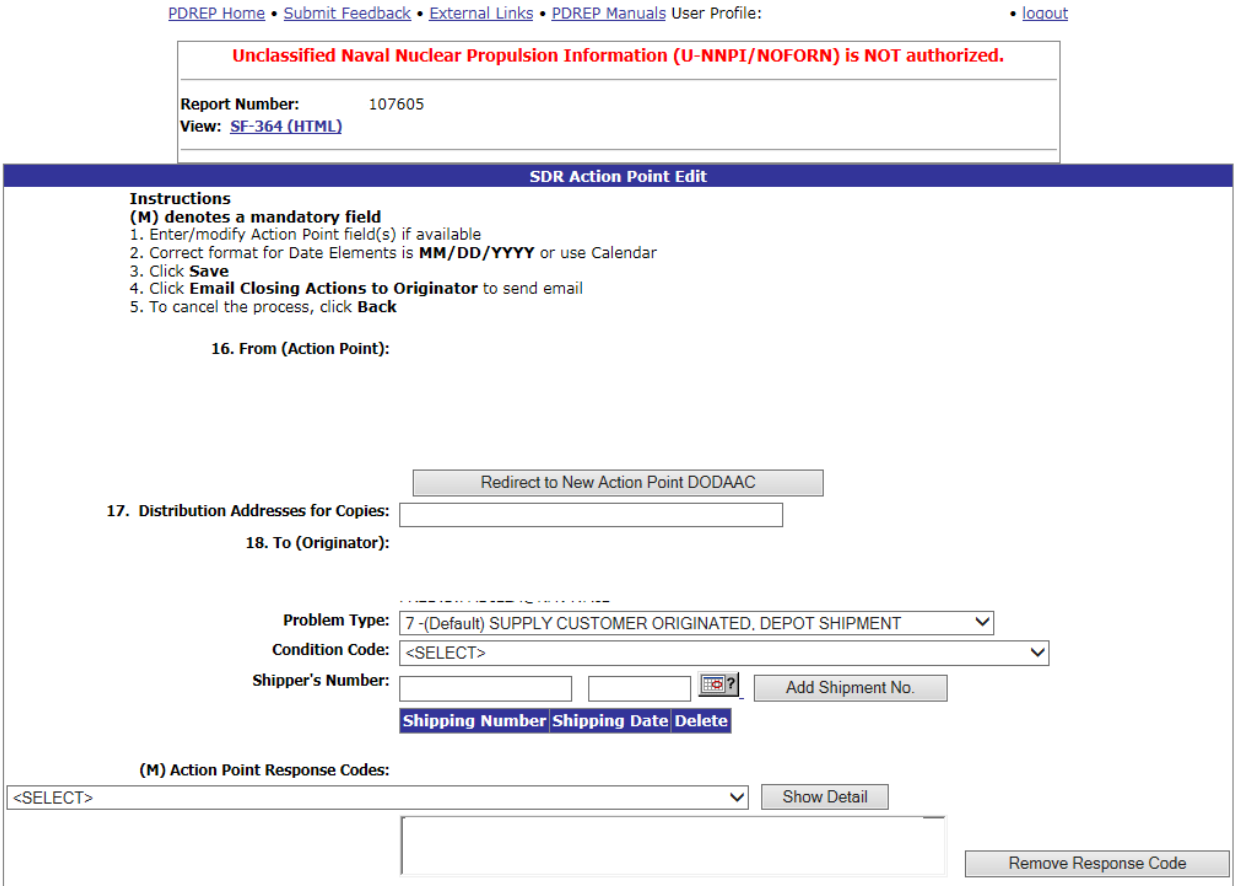


Figure 7.2

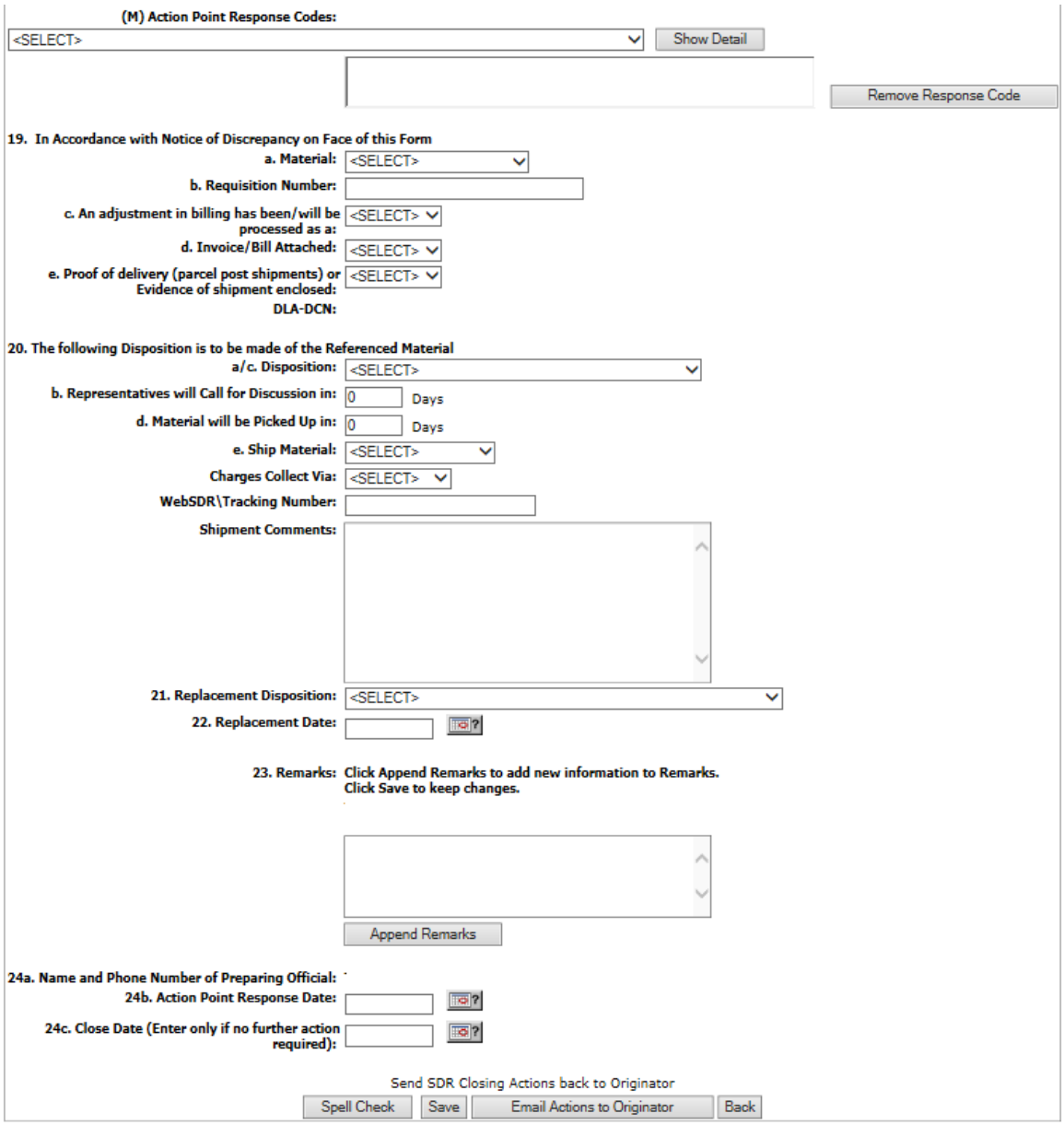


Figure 7.3

3. To provide a response to an Originator, enter the mandatory data for a response on the SDR Action Point Edit Page. All other fields are optional.
4. The mandatory data for a response are:
   - **a. Remarks**
   - b. **Action Point Response Codes** (AKA Disposition Codes)
   - **c. Action Point Response Date**
   - d. **WebSDR Tracking Number** (mandatory only for Problem Type 7 records that need to be sent outside of PDREP to WebSDR)
   - **e. Name and Phone Number of Preparing Official**

5. Fields that can be entered on the Action Point edit page are as follows:

    a. **Block 16 Action Point email** is editable

    b. **Material Management Code and Email -** The Material Management Code can be used when the Action point DoDAAC is a USMC DoDAAC. Select the Material Management Code from the drop down and click the Set Email Code button. This sets the Material Management Code and updates the Action Point email to the appropriate USMC material manager.

HINT: To determine a USMC Material Management Code you can go to the Stock Control System web page https://scsweb.day.disa.mil/sms_web/inquiry/AssetFrameset.htm to look up the code.

    c. **Block 17 Distribution Addresses for Copies -** This block is used to list offices that need to receive a copy of the SDR

    d. **Block 18 Action Point Response Codes -** Used to select the appropriate Disposition Code(s).

    e. **Block 19a Material -** Has Been Shipped, Will be Shipped, or No Record of Shipment selection available.

    f. **Block 19b Document Number -** Self explanatory

    g. **Block 19c An adjustment in billing has been/will be processed as -** None, Credit, or Debit selection available.

    h. **Block 19d Invoice/Bill Attached -** Yes or No selection available.

    i. **Block 19e Proof of Delivery (parcel post shipments) or Evidence of Shipment enclosed -** Yes or No selection available.

    j. **Block 20a/c Disposition -** Selections for disposal or return available.

    k. **Block 20b Representatives will Call for Discussion in -** Estimated number of days Action Point will call the Originator.

    l. **Block 20d Material will be Picked Up in -** Estimated number of days until item is picked up.

    m. **Block 20e Ship Material -** Estimated number of days until item is shipped.

    n. **Charges Collect Via -** Collect or prepaid selections available.

    o. **WebSDR\Tracking Number -** Used to store the WebSDR tracking number.

    p. **Shipment Comments -** Use to store comments about shipping status.

    q. **Block 21 Replacement Disposition -** Indicates vendor replacement, new requisition, or no new material required.

    r. **Block 22 Replacement Date -** Date item was replaced

    s. **Block 23 Remarks -** Investigation results, disposition, or any remark concerning what the Originator should do to get resolution to the SDR, are placed in this block.

    t. **Block 24a Name and Phone Number of Preparing Official**

u. **Block 24b Action Point Response Date** - Date the Action Point response was released to the Originator.

v. **Block 24c Closed Date** - Date SDR was closed

6. After filling in all the mandatory fields and any optional fields desired, clicking the Save button automatically sends the record back to the Originator for review. If the record contains a WebSDR Tracking Number and originated from WebSDR, the record will be returned to the WebSDR Originator. Clicking the Save button without an Action Point Response date saves the record as a draft and the record will not be returned to the Originator.
7. The response can also be emailed to the Originator. This is especially useful when the Originator does not have an SDR system and the record is input manually for them by someone else in the SDR process. The Originator might be a vendor or someone in the field who does not have routine access to the internet. The email will let them know action has been taken.
8. Email Closing Actions to Originator Button - The User can also communicate about the SDR using the Email Closing Actions to Originator button, accessing the email capabilities to send additional information or attachments to the Action Point.
9. Action Points can also use the Email Closing Actions to Originator to forward attachments to an Originator as long as an appropriate email address is entered for the Action Point.
10. Clicking the Cancel button will navigate the user to the previous screen without saving.
11. To view or print a copy of the traditional SF-364, click on View SF-364 (Back) or View SF-364 (Back) - HTML links on the left side of the page (Figure 7.4). An SF-364 will be displayed (Figure 7.4).

SDR Worklist | Create New SDR | SDR Basic Report | SDR Quarterly | Preview EZSDR Entry
RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search

CHOOSE LEVEL
Originator
Action Point

QUICK VIEWS
View SF-364
View SF-364 - HTML
SDR History

ATTACHMENTS
View/Upload Files(0)

EXHIBIT TRACKING
Exhibit Tracking
Create DD-1348

SDR View

SUPPLY DISCREPANCY REPORT (SDR)
SHIPPING

1. DATE OF PREPARATION: 01/21/2016
2. REPORT NUMBER: 16- 0001

3. TO (Name and address, include ZIP Code)

4. FROM (Name and address, include ZIP Code)

5a. SHIPPER'S NAME

5b. NUMBER AND DATE OF INVOICE
-

6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)

7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)*

7b. OFFICE ADMINISTERING CONTRACT

8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request, etc.)*

9.SHIPMENT, BILLING , AND RECEIPT DATA / 10. DISCREPANCY DATA

(a) NSN/PART NUMBER AND NOMENCLATURE	(b) UNIT OF ISSUE	(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(a) QUANTITY	(b) UNIT PRICE	(c)TOTAL COST
ORDERED						
		1	1	1		
CIIC:						
RECEIVED						
		0	0	0		

(10d) DISCREPANCY CODES
Z1 - OTHER DISCREPANCY - SEE REMARKS.

11. ACTION CODES
1A - Disposition instructions for discrepant materiel requested; financial action not applicable.

12. REMARKS
Added by 1 Thu Jan 21 08:43:28 EST 2016: 35qgscafxsdf

13. FUNDING AND ACCOUNTING DATA

14a. NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL

14b. SIGNATURE

15. DISTRIBUTION ADDRESSES FOR COPIES

16. FROM (Action Point):

17. DISTRIBUTION ADDRESSES FOR COPIES:

18. TO (Originator):

ACTION POINT RESPONSE CODES
No Action Disposition Codes Founds
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM
a.,b. MATERIAL :
c. AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A :
d. INVOICE BILL ATTACHED :
e. PROOF OF DELIVERY OR EVIDENCE OF SHIPPING ENCLOSED :
Depot Control Number :
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL
a.,c. DISPOSITION :
b. REPRESENTATIVE WILL CALL FOR DISCUSSION IN 0 DAYS
d. MATERIAL WILL BE PICKED UP IN 0 DAYS
e. SHIP MATERIAL : OTHER | **COLLECT CHARGES VIA :** | **TRACKING NUMBER :**
f. SHIPMENT COMMENTS :
21-22 REPLACEMENT DISPOSITION
REPLACEMENT DISPOSITION :
REPLACEMENT DATE (If replacement is made) :
23. REMARKS

24a. NAME AND PHONE OF PREPARING OFFICIAL :
25c.ACTION POINT RELEASE DATE :

STANDARD FORM 364

Figure 7.4

12. If for any reason the SDR was misrouted to you or your DoDAAC, you can correct this by using the "Redirect to a New Action Point" button. This will remove the SDR from your worklist and place it on the worklist of the person and organization you select. See Figure 7.5

Figure 7.5

13. To redirect a SDR, click the "Redirect to a New Action Point" button, the redirect web page will appear. See Figure 7.6.

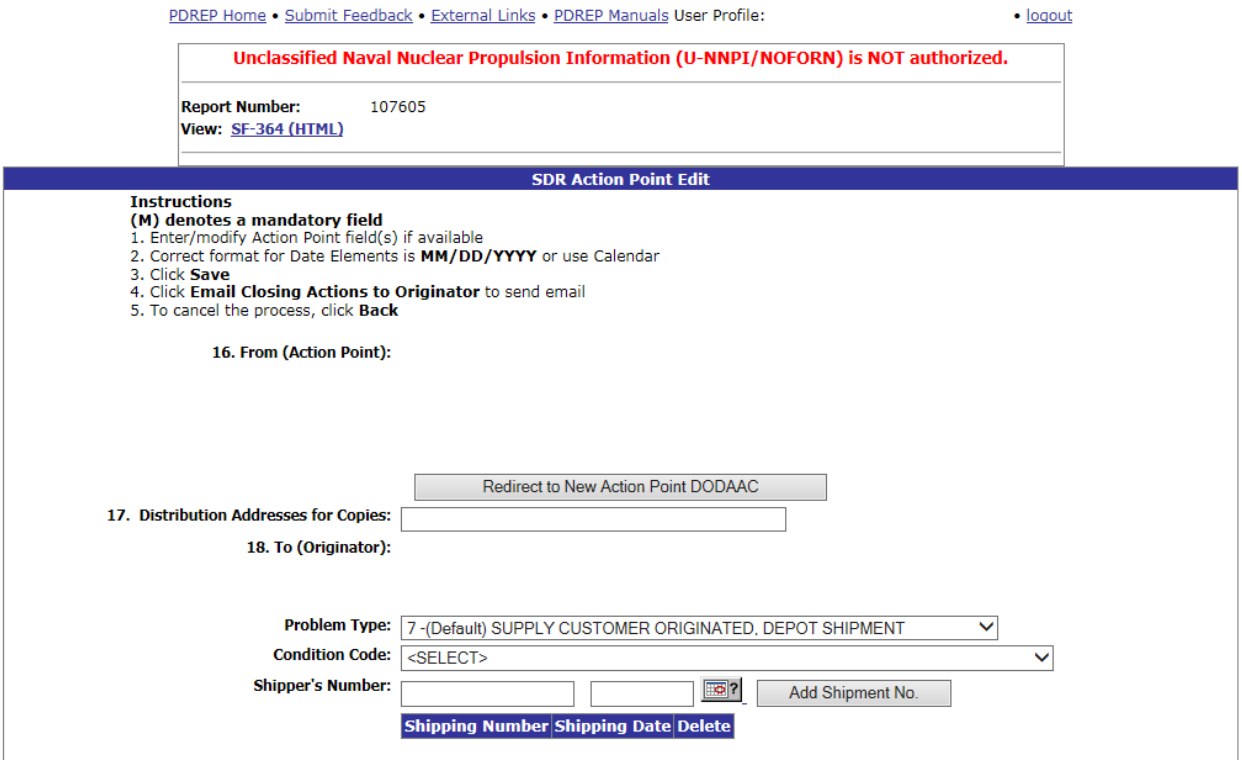


Figure 7.6

14. Select a DoDAAC you desire to make the new action point from the "Choose Action Activity" Drop down selection. Then select a person from the drop down directly below the DoDAAC you just selected, that person will be assigned to become the action point POC for the SDR. Click the "Forward SDR" button and the SDR is now assigned to a new person and/or DoDAAC and will appear on their work list.

15. Once the SDR is forwarded an email is also sent to the new action point alerting them that they have been assigned a new SDR for action.

16. Click the "Cancel" button to exit the redirect function and return to the previous web page.

8 DATA DICTIONARY

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

	Originator.
ADDED ACTIVITY	DoDAAC of SDR creator.
ADDED DATE	Date the SDR was added to PDREP.
CLOSED DATE	The date the SDR is closed. This can be set by the action point but the originator has over ride.
CONTRACT ADMIN ADDRESS	Not used at this time.
CONTRACT ADMIN ADDRESS (1)	CAO activity address line 1.
CONTRACT ADMIN ADDRESS (2)	CAO activity address line 2.
CONTRACT ADMIN ADDRESS (3)	CAO activity address line 3.
CONTRACT ADMIN NAME	CAO activity name.
CONTRACT ADMIN OFFICE	DoDAAC of the Contract Administrative Office.
CREATOR CODE	User id of user who electronically initiated the SDR (regardless of designated Originator).
CREDIT CARD IND	Not used at this time.
DISCREPENCY CODE	Code used to describe the discrepancy found by the originator.
DISPOSITON CODE	Code use to describe the action taken by the action point.
DISTRIBUTION	Text field for entry of office codes, copy to file, etc., (no e-mail addresses).
DISALLOW AP CLOSING INDICATOR	Indicator used by the originator to prevent the action point from closing an SDR
FOLLOW UP DATE	Date used by originator to track when the last time a follow up to an SDR was sent to the action point.
FMS REPORT NUMBER	Serial number of Foreign Material Sales (FMS) SDR.
FUNDING ACCOUNTING DATA	Text field for relevant funding and accounting data.
HAZARDOUS INDICATOR	Indicator used to indicate whether an item is hazardous or not.
INVOICE DATE	Date of invoice if applicable.
INVOICE NUMBER	Invoice number.
JOB ORDER NUMBER	Funding document number for job.
KEOP	Key operation within job.
MATERIAL LEVEL CODE	Navy Material Level Code.
MATERIAL MANAGEMENT CODE	Code used by USMC to identify the item manager.
NARRATIVE	Originator comments.
NO RESPONSE INDICATOR	Indicator to indicate when the action activity is totally non responsive.
ORDERED NSN COG	Code used to identify inventory manager store account, and material type.
ORDERED NSN FSC	Four digit code representing a description of the material.
ORDERED NSN NIIN	Last nine digits of the NSN for the material ordered.

ORDERED NSN SMIC	Special material identification code used as an extension of the NSN of the material ordered.
ORDERED NOMENCLATURE	Name associated with the FSC of the ordered material.
ORDERED PART NUMBER	Part number of ordered item.
ORDERED QUANTITY DEFICIENT	Number of ordered items being reported as deficient.
ORDERED QUANTITY RECEIVED	Number of ordered items actually received.
ORDERED QUANTITY SHIPPED	Number of ordered items provided to a carrier for movement.
ORDERED TOTAL COST	Unit price time's number of units ordered.
ORDERED UNIT CODE	Two character code that denotes a physical count of an item (e.g., EA).
ORDERED UNIT PRICE	Cost to recipient for each item ordered.
ORIGINATOR ACTIVITY	DoDAAC reporting discrepancy.
ORIGINATOR ADDRESS	Not used at this time.
ORIGINATOR ADDRESS (1)	DoDAAC Title.
ORIGINATOR ADDRESS (2)	Street address of reporting DoDAAC.
ORIGINATOR ADDRESS (3)	Town, state and zip code of reporting DoDAAC.
ORIGINATOR E-MAIL ADDRESS	E-mail address of POC at reporting DoDAAC.
ORIGINATOR NAME	DoDAAC name of the Originator.
ORIGINATOR RELEASE DATE	Date Originator sent SDR to Action Point.
PREPARATION DATE	Date the SDR was prepared.
PREPARING OFFICIAL	Name, title, phone, etc., of Originator
PROBLEM CODE	Code used to describe the type of SDR. (I.e. Type 6 or 7)
PROJECT NUMBER	Shipyards use this field to annotate which project the SDR is related to.
REBUTTAL DATE	Date the Originator rebutted or requested the action taken to be reconsidered.
RECEIVED NSN COG	Two digit code preceding FSC of material received.
RECEIVED NSN FSC	Four digit code tied to a description of the material received.
RECEIVED NSN NIIN	Last nine digits of the NSN for the material received.
RECEIVED NSN SMIC	Special Material Identification Code used as an extension of the NSN for the material received.
RECEIVED NOMENCLATURE	NIIN or FSC material description of received material.
RECEIVED PART NUMBER	Part number of the received item.
RECEIVED QUANTITY DEFICIENT	Number of items received which were deficient.
RECEIVED QUANTITY RECEIVED	Number of items received.
RECEIVED QUANTITY SHIPPED	Number of received items provided to a carrier for movement.
RECEIVED TOTAL COST	Unit price time's number of units received.

RECEIVED UNIT CODE	Code that denotes a physical count of an item (e.g., EA).
RECEIVED UNIT PRICE	Cost to recipient for each item received.
REPORTING DODAAC	Department of Defense Activity Address Code of the activity from which the SDR is sent.
REQUISITION NUMBER	The requisition activity number, e.g., requisition purchase request.
SECURITY CODE	Code to indicate security requirements of material.
SERIAL NUMBER	2 digit year + 4 digit sequence number. The Originator DoDAAC + SERIAL NUMBER = SDR Report Number.
SHIPPER ACTIVITY	Cage code or DoDAAC of company/activity that provides material to carrier for movement.
SHIPPER ADDRESS	Not used at this time.
SHIPPER ADDRESS (1)	Title of company/activity providing material to carrier for movement.
SHIPPER ADDRESS (2)	Street address of shipping activity.
SHIPPER ADDRESS (3)	Town, state and zip code of shipping activity.
SHIPPER E-MAIL ADDRESS	E-mail address of POC at shipping activity.
SHIPPER NAME	Name of the activity/company that provides material to a carrier for movement.
STORAGE ACCOUNT CODE (SAC)	Code to indicate storage requirements of material.
TRANSPORTATION DOCUMENT NUMBER	Unique Identifying Serial Number on transportation document (e.g., GBL, manifest, waybill).
TYPE CODE	Determine if the type of SDR is Packaging, Shipping, or both.
UPDATE ACTIVITY	User code of last user to electronically save changes to the SDR in PDREP.
UPDATE DATE	Date of the last update to the record.

9 SUMMARY

This concludes the PDREP entry instructions for PDREP-SDR Originators. For instructions on other PQDR investigation activities please consult the other documents provided in this series. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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Commercial:	(207) 438-1690
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