



Product Data Reporting and Evaluation Program (PDREP)

Batch Upload

User Guide

Revision: October 2015

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FOREWORD

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

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

The PDREP-AIS is primarily an information system that supports the documentation, storage and retrieval of multiple record types displaying materiel quality, supplier product and supplier performance information. Batch uploading provides the capability for a user to upload formatted data files, created by other information systems, into the PDREP-AIS. Files to be uploaded must be formatted using a PDREP format. Those formats can be requested from the PDREP customer support desk.

To batch upload data into PDREP, the user must have the appropriate rights added to their user profile. Contact the PDREP Customer Support Desk, if this access is desired.

Reference:

- a. Secretary of the Navy Instruction (SECNAVINST) 4855.3
- b. NAVSO P-3683

INTRODUCTION

This document is intended to guide personnel in the use of the PDREP Batch Uploading process. The PDREP-Batch Upload application provides:

- Capability to mass input data instead of manual entry
- Capability to batch upload contract award and delivery data
- Capability to search supplier contract award and delivery data
- Various reports and lists of suppliers with contract award and delivery data

Batch uploading data allows organizations to create a unique file of data that may contain records of single type for upload into PDREP. This is useful when users already enter data into another reporting database but that database is not providing automated data feed. To review the specifications for the format of batch upload files, view the applicable section of this manual.

To batch upload data into PDREP, the user must have the appropriate rights added to their user profile. Contact the PDREP Customer Support Desk, if this access is desired.

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

User access and login procedures can be located in the PDREP User Access and Login Procedures guide. First time PDREP users will need to submit a User Access request, available on the PDREP home page that can be accessed by clicking the link above. Click on “[User Access Request](#)”. On the following page click the appropriate Government or Contractor account you are requesting access to. Regardless of which account you’re requesting access to, the system will then prompt you to verify your identity from your CAC, or other DoD-issued Public Key Infrastructure (PKI) credentials. Choose your non-email credential and proceed to the following page. A DoD Warning and Consent Banner will display and ask you to accept or decline the terms and agreement. Click the **Accept** button or access will be denied. Agreeing to the DoD Warning and Consent Banner will bring you to the PDREP main menu. Once your access request is received by PDREP, a member from the PDREP team will contact you to review the specifics of your request and the Batch Upload process.

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

Customer Support Desk

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

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

Email: webptsmh@navy.mil

Mailing Address

Naval Sea Logistics Center Detachment Portsmouth

Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard

Kittery, Maine 03904

Online in the PDREP Application

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

1 GENERAL BATCH UPLOADING PROCESS

- a. Once the user has been granted batch upload rights, and their organization has set up their database system to produce the batch upload file, the user can select the “[Batch Update](#)” link on the PDREP Main Menu (Figure 1.1) to begin the process of uploading the batch file to PDREP as displayed below.

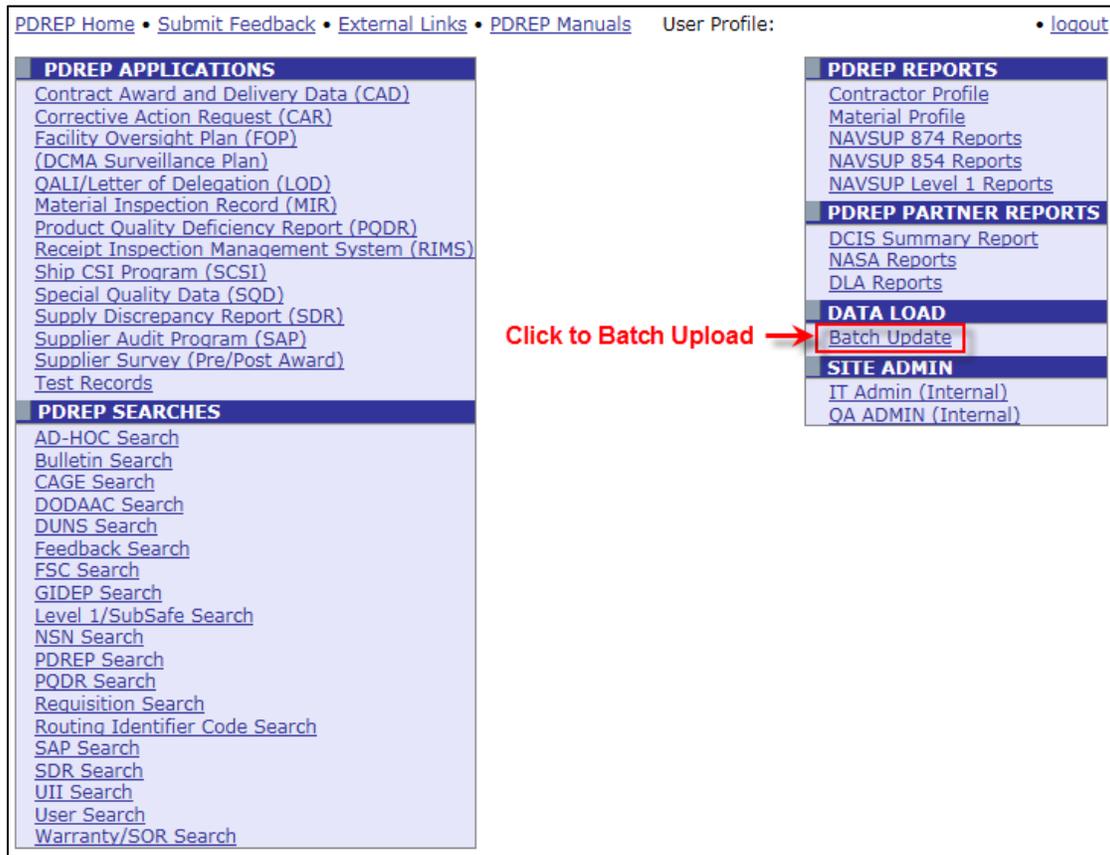


Figure 1.1

- b. The user is then directed to the “**Upload Batch File**” menu as displayed below (Figure 1.2).

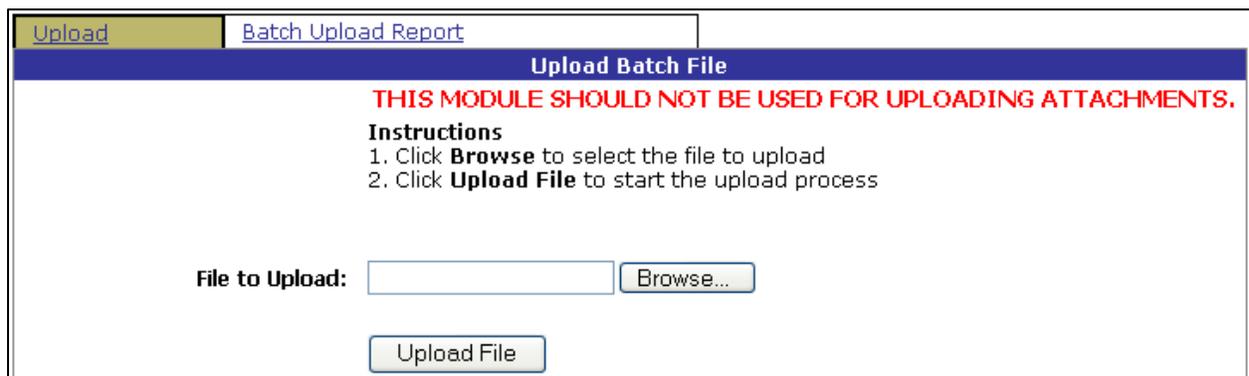


Figure 1.2

- c. Select the **Browse** button to locate the file to be uploaded into PDREP from the user's computer as displayed below (Figure 1.3).

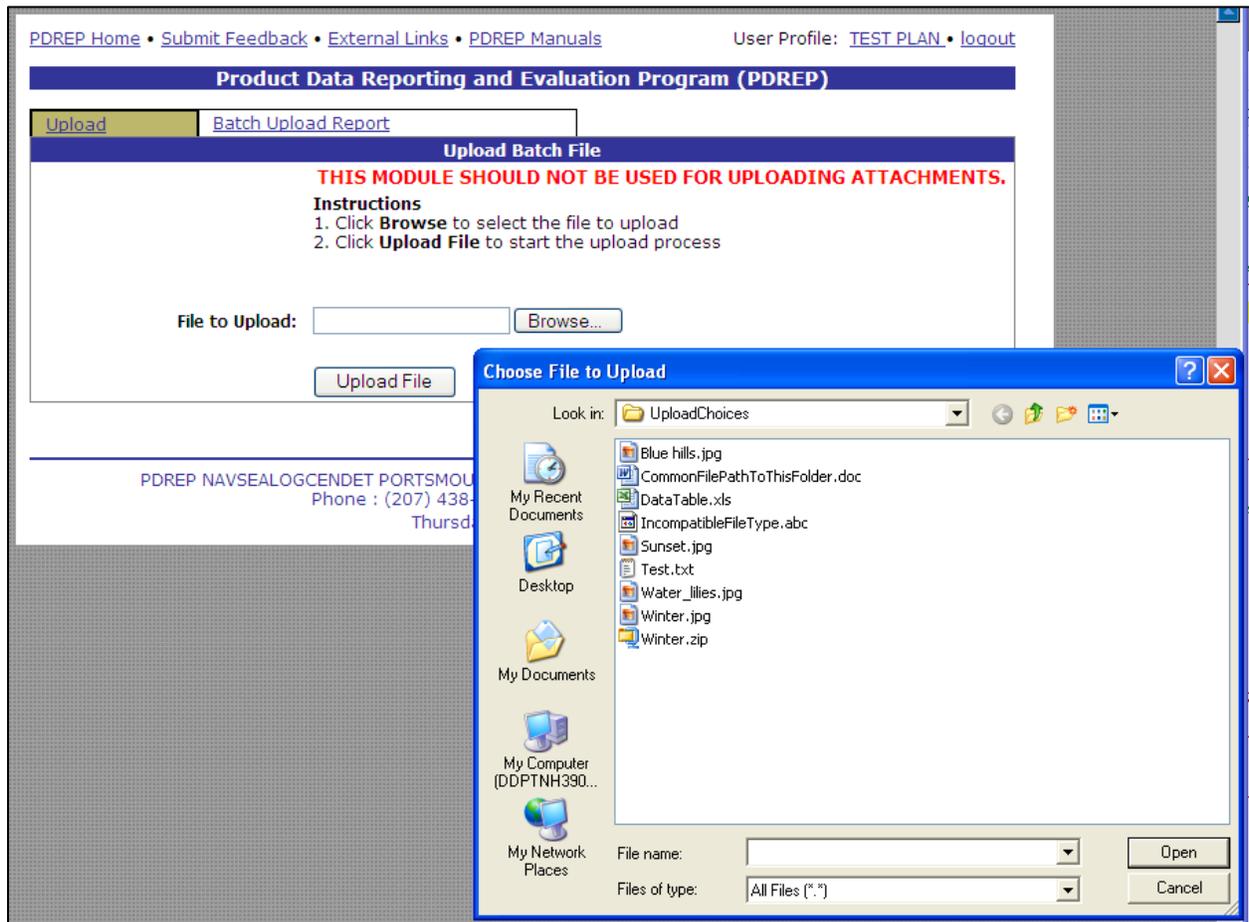


Figure 1.3

- d. Browse to and highlight the file to upload. Click the **Open** button. The file path displays in the File to Upload field (Figure 1.4).

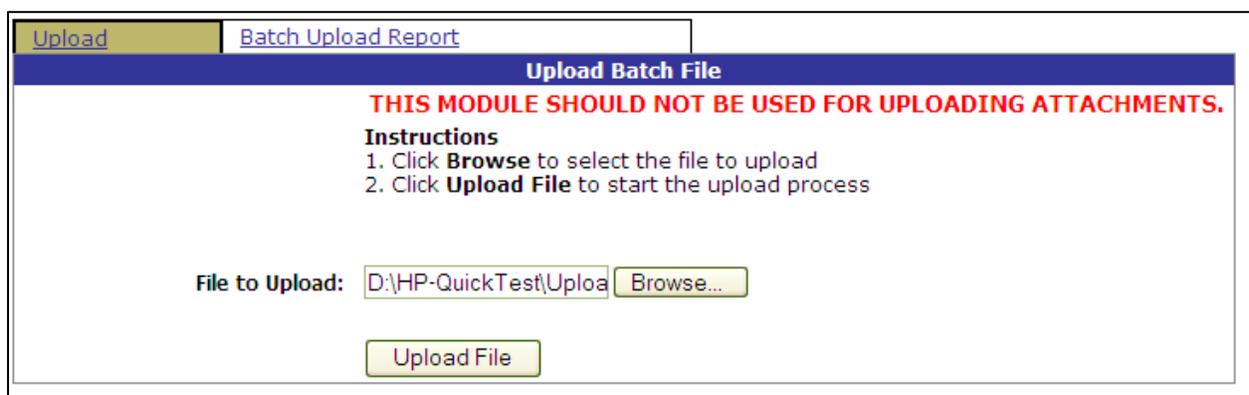


Figure 1.4

- e. Click the **Upload File** button. After a successful upload, the user will receive an email confirming the upload. The email will also contain a batch upload transaction number. This number can be used to see the results of the upload by selecting the “**Batch Upload Report**” tab as displayed in Figure 1.5 below.

The screenshot shows a web interface for generating a Batch Load Report. At the top, there are tabs for 'Upload' and 'Batch Upload Report'. Below the tabs is a header 'Batch Load Report List'. The main content area contains instructions for using the report, a form for selecting start and end dates, a 'Run Report' button, and a table of report results.

Instructions (M) denotes a mandatory field

1. Enter **Start** and **End** Dates or select from calendar.
2. Click **Run Report**
3. The Report Result displays the files that have been uploaded
 - a. Select the **Report** link to view the detail report of the file uploaded
 - b. Select the **Report with Warnings** link to view the detail report with warning(s)

(M)START DATE:

(M)END DATE:

Total number of rows: 3
 User List Download: Click [here](#) to download data in Microsoft Excel format

Report	File Name	Process Date	Report with Warnings
1107472	CAD BATCH UPLOAD N63394.TXT	03/24/2015	1107472
1107419	CAD BATCH UPLOAD N63394.TXT	03/24/2015	1107419
1105268	CAD BATCH UPLOAD N63394.TXT	03/19/2015	1105268

Figure 1.5

- f. Selecting the “[Report Number](#)” link from the Batch Load Report List provides a summary view of the records uploaded (Figure 1.6). If there are errors, those errors should be corrected in the user's database, a new batch upload created, and the data re-uploaded to PDREP. The criteria used to evaluate accuracy or completeness of the data permitted into PDREP is based on the references provided in the *Foreword* section of this user guide.

The screenshot shows a summary view of a batch load report. It includes a header with 'Print' and 'Cancel' buttons, followed by program and report information, batch details, and a table of errors.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM
 BATCH LOAD REPORT
 RUN 11-AUG-09

BATCH NUMBER: 039200
 SOURCE FILE: N00102 MIR_EXPORT_12-03 UPDATE.T

TYPE	KEY INFO	SEVERITY	FIELD VALUE
MIR	N0010203191C05 Inspection Date can't be greater than Added Date	FATAL	031014
MIR	N0010203300C18 Dollar Value Received is missing/invalid	FATAL	0000000
MIR	ADDED: 11		
	UPDATED: 97		
	DELETED: 0		
	ERRORS: 2		

Figure 1.6

- g. PDREP accepts record updates, deletions, and additions via the batch load interface. Thus, any changes made in the system that provides the data will be accepted.
- h. To print the report, click the **Print** button.
- i. To return to the previous screen, click the **Cancel** button.

2 CONTRACT AWARD AND DELIVERY DATA (CAD) BATCH UPLOADING

2.1 CAD SAMPLE FILE AND FORMATTING

Below is the beginning of a sample CAD batch upload file that was successfully uploaded to PDREP. The sample file must be a correctly formatted .txt file.

CADCA*****N6339413P0231

CADCB69200001 140930

CADCB69200002 140630

CADCB69200003 140630

CADCB69200004 140630

CADCB69200005 140630

CADCB69200006 140930

CADCB69200007 140630

CADCB69200008 140630

CADCB69200009 140630

CADCB69200010 140630

CADCA*****N6339414F0065

CADCB70100001 141002

CADCB70100002 141002

CADCB70100003 141002

CADCB70100009 141002

CADCB70100010 141002

CADCB70100011 141002

CADCA*****N6339414F0071

CADCB70250001 141014

CADCB61300002 141014

CADCB70250003 141014

CADCB70250004 141014

CADCB70500005 141014

***** Represents CAGE codes which are blocked for privacy

Flat file format and data fields for Batch Uploading CAD data into the PDREP-AIS

CAD COLUMN NAME	START COLUMN	END COLUMN	SPACES	A=ALPHA N=NUMERIC	M=MANDATORY O=OPTIONAL
Record Code(CAD)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(A)	5	5	1	A/N	M
CAGE Code	6	10	5	A/N	M
Contract Activity	11	16	6	A/N	M
Contract Serial Number	17	23	7	A/N	M
Contract Order Number	24	36	13	A/N	O
Contract Administration Office	37	42	6	A/N	O
Award Date(Yymmdd)	43	48	6	N	O
Subcomponent	49	68	20	A/N	O

CAD COLUMN NAME	START COLUMN	END COLUMN	SPACES	A=ALPHA N=NUMERIC	M=MANDATORY O=OPTIONAL
Record Code(CAD)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(B)	5	5	1	A/N	M
NSN FSC	6	9	4	A/N	M
Contract Item Number	10	15	6	A/N	O
Contract Required Date(Yymmdd)	16	21	6	N	M
Delivery Date(Yymmdd)	22	27	6	N	O
Quantity	28	35	8	N	O
Units	36	37	2	A/N	O
Price	38	53	16	N	O
NSN NIIN	54	62	9	A/N	O
NSN SMIC	63	64	2	A/N	O
Agent Delay Code	65	65	1	A/N	O
Shipment Date(Yymmdd)	66	71	6	N	O
Shipment Number	72	81	10	A/N	O
Acceptance Date(Yymmdd)	82	87	6	N	O
Receipt Date(Yymmdd)	88	93	6	N	O
MAT Commitment Code	94	94	1	A/N	O
MAT JOKO	95	107	13	A/N	O
MAT Description	108	115	8	A/N	O

2.2 CAD DATA DICTIONARY

PDREP Field	DEFINITION
Acceptance Date	The calendar date on which occurred finale acceptance of a quantity of units of measure of a contracted line item.
Added Activity	DODACC or User Code of the activity that added the record to PDREP
Added Date	Date record was added to system.
Agent Delay Code	G = Delay caused by government, K = Contractor caused delay
Award Date	The calendar date upon which the contracting officer authenticates the contract.
CAGE Code	A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government.
Contract Admin Office	DoDAAC of the Contract Administrative Office for the contract.
Contract Item Number	Contract Line Item Number - A four digit sequential (not necessarily consecutive) number that identifies a separately identifiable item or service associated with a solicitation or contract. Line item numbers should be assigned in accordance with the UNIFORM CONTRACT LINE ITEM NUMBERING SYSTEM.
Contract Number	Contract Number -The Procurement Instrument Identification Number plus, or, for orders under contracts awarded by other Federal agencies, the contract number of that Federal agency as it appears in the contractual instrument.
Delivery Date	The calendar date on which delivery occurred of a quantity of units of measure of a contracted line item.
FSC	A four position Federal Supply Classification (FSC) Code from the FSC Indexes Cataloging Handbook.
Mat Code	Commitment Code, primarily used by the Material Access Technology (MAT) system.
Mat Desc (Description)	Description of the Job Order and Key operation, primarily used by the MAT system.
Mat-JOKO	Job order and Key Operation, primarily used by the MAT system.
NIIN	A nine-position National Item Identification

PDREP Field	DEFINITION
	Number (NIIN) of the material; component of the National Stock Number (NSN).
Order Number	Delivery Order Number - An order for supplies placed against an established contract or with Government sources.
Quantity	Total Quantity Accepted-The total number associated with the act of finale acceptance
Receipt Date	The calendar date on which occurred final acceptance of a quantity of units of measure of a contracted line item.
Required Date	Scheduled delivery date per the contract.
Shipment Date	The date on which an item(s) is released to a carrier for delivery.
Shipment Number	Unique identifier number of an individual shipment.
SMIC	Navy Special Material Identification Code (SMIC)
Subcomponent	Acceptance Location Code - Code associated with the office that will perform finalize acceptance (Reference Terms & Definitions Tab) if other than Ship To location. DoDAAC or MAPAC
Update Activity	DODACC or User Code of the activity that updated the record to PDREP
Update Date	Date record was last updated.
Unit Price	The price per unit, associated with goods or services procured.
Units	Line Item Unit of Measure-A commonly understood acronym, abbreviation, or other character string that stands for the Unit-Of-Measure for the Line Item.

3 MATERIAL INSPECTION RECORD (MIR) BATCH UPLOADING

3.1 MIR SAMPLE FILE AND FORMATTING

Below is a sample MIR batch upload file that was successfully uploaded to PDREP. The sample file must be a correctly formatted .txt file.

RECORD_DATA									
HDR N4511201	UNKNOWN	CCORS	150219091757MIR_EXPORT_2015_02_19_091532.txt						
MIRCA 15042C06	MIL-A-3316C	MIL-DTL-24244D	N0010414PBG88	N39040	*****H8040011544119X312	4716	0	12	*****N12 59335
MIRCBRIDL 2	150219	N	YADHESIVE, 5 GALLON CAN OF LAGGING ADHESIVE (cont.)J4337E012 88MSM00001 CRIP 14 150211 QA-C						
MIRCC013	P0								
MIRCC033	P0								
MIRCC041	P0								
MIRCC053	P0								
MIRCC0612	V12 3								
MIRCC203	P0								
MIRCA 15036C08	MIL-S-22698	217-8180641, PC. 27-11	SPE8E515D0003	N39040	*****LN952014365F692	1	409.16	0	*****N1 1017790
MIRCB 1502139324	N	YBAR, ANGLE, 3/8" THICK X 5" X 5" X 12" LON (cont.)J5005V022 3676085304 CRIP 13 150202 QA-C							
MIRCC011	P0								
MIRCC021	P0								
MIRCC041	P0								
MIRCC051	P0								
MIRCC061	V0								
MIRCC151	P0								
MIRCA 15036C04	QQ-N-286	MIL-DTL-1222	112-5564318	N3904015P0069	N39040	*****LN5305LLR002077	12	1464	0 0 *****N12 MM53R6KG12
MIRCBRIDL 1	150217	N	YCAPSCREW, HEX HEAD, 5/8"-11UNC-2A X 7-1/2" (cont.)J281E038 88MSM00001 CRIP 2 150116 QA-C						
MIRCC0112	P0								
MIRCC022	P0								
MIRCC032	P0								
MIRCC042	P0								
MIRCC052	P0								
MIRCC0612	V0								
MIRCC152	P0								
MIRCD5R524									
MIRCA 15036C02	QQ-N-286	MIL-DTL-1222	112-5564318	N3904015P0069	N39040	*****LN5305LLR002076	8	900	0 0 *****N8 L41Y
MIRCB 150212	N	YCAPSCREW, HEX HEAD, 1/2"-13UNC-2A X 8-1/2" (cont.)J4281E037 88MSM00001 CRIP 2 150116 QA-C							
MIRCC018	P0								
MIRCC022	P0								
MIRCC032	P0								
MIRCC042	P0								
MIRCC052	P0								
MIRCC068	V0								
MIRCC152	P0								

***** Represents CAGE codes which are blocked for privacy

Flat file format and data fields for Batch Uploading MIRs into the PDREP-AIS

MIR COLUMN NAME	START COLUMN	END COLUMN	SPACES	A=ALPHA N=NUMERIC	M=MANDATORY O=OPTIONAL
Record Code(MIR)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(A)	5	5	1	A/N	M
MIC Material Designator	6	11	6	A/N	O
Low Serial Number	12	14	3	N	O
Serial Number	15	22	8	A/N	M
Certifying Activity Designator	23	25	3	A/N	O
Material Specification	26	50	25	A/N	O
Fabrication Specification	51	75	25	A/N	O
Drawing Number	76	100	25	A/N	O
Contract Activity	101	106	6	A/N	O
Contract Serial Number	107	113	7	A/N	O
Contract Order Number	114	117	4	A/N	O
Reporting Activity	118	123	6	A/N	M
Material Description	124	148	25	A/N	O
CAGE Code	149	153	5	A/N	M

NSN COG	154	155	2	A/N	O
NSN FSC	156	159	4	A/N	M
NSN NIIN	160	168	9	A/N	O
NSN SMIC	169	170	2	A/N	O
Lot Size	171	176	6	N	M
Value Received	177	183	7	N	M
Value Rejected	184	190	7	N	O
Units Rejected	191	196	6	N	O
Ship/Project Number	197	211	15	A/N	O
Subcontractor CAGE Code	212	216	5	A/N	O
Government Source Inspection(GSI) Indicator	217	217	1	A/N	O
Contract Units Received	218	223	6	N	O
Heat/Lot Number	224	238	15	A/N	O

Record Code(MIR)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(B)	5	5	1	A/N	M
DMR Number	6	25	20	A/N	O
Inspection Date(YMMDD)	26	31	6	N	M
Call Number	32	46	15	A/N	O
AQL Indicator	47	47	1	A/N	O
QDR RCN Activity	48	53	6	A/N	O
QDR RCN Year	54	55	2	N	O
QDR RCN Serial Number	56	59	4	N	O
QDR RCN Sequence Code	60	61	2	A/N	O
Past Performance Identification Indicator	62	62	1	A/N	O
Material Description	63	112	50	A/N	O
Document Number	113	127	15	A/N	O
Job Order Number	128	137	10	A/N	O
Location	138	144	7	A/N	O
Procedure	145	152	8	A/N	O
Contract Delivery Date (YYMMDD)	153	158	6	N	O
Certifying Activity Designator	159	162	4	A/N	O
Material Level Code	163	166	4	A/N	O

Record Code(MIR)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(C)	5	5	1	A/N	M
Inspection Attribute Code 1	6	7	2	N	M

Units Inspected 1	8	13	6	N	M
Inspection Type Code 1	14	14	1	A/N	M
Units Defective 1	15	20	6	N	O
Defect Class Code 1	21	21	1	N	O
Inspection Attribute Code 2	22	23	2	N	O
Units Inspected 2	24	29	6	N	O
Inspection Type Code 2	30	30	1	A/N	O
Units Defective 2	31	36	6	N	O
Defect Class Code 2	37	37	1	N	O
Inspection Attribute Code 3	38	39	2	N	O
Units Inspected 3	40	45	6	N	O
Inspection Type Code 3	46	46	1	A/N	O
Units Defective 3	47	52	6	N	O
Defect Class Code 3	53	53	1	N	O
Inspection Attribute Code 4	54	55	2	N	O
Units Inspected 4	56	61	6	N	O
Inspection Type Code 4	62	62	1	A/N	O
Units Defective 4	63	68	6	N	O
Defect Class Code 4	69	69	1	N	O
Inspection Attribute Code 5	70	71	2	N	O
Units Inspected 5	72	77	6	N	O
Inspection Type Code 5	78	78	1	A/N	O
Units Defective 5	79	84	6	N	O
Defect Class Code 5	85	85	1	N	O
Inspection Attribute Code 6	86	87	2	N	O
Units Inspected 6	88	93	6	N	O
Inspection Type Code 6	94	94	1	A/N	O
Units Defective 6	95	100	6	N	O
Defect Class Code 6	101	101	1	N	O
Inspection Attribute Code 7	102	103	2	N	O
Units Inspected 7	104	109	6	N	O
Inspection Type Code 7	110	110	1	A/N	O
Units Defective 7	111	116	6	N	O
Defect Class Code 7	117	117	1	N	O
Inspection Attribute Code 8	118	119	2	N	O
Units Inspected 8	120	125	6	N	O
Inspection Type Code 8	126	126	1	A/N	O
Units Defective 8	127	132	6	N	O
Defect Class Code 8	133	133	1	N	O
Inspection Attribute Code 9	134	135	2	N	O
Units Inspected 9	136	141	6	N	O
Inspection Type Code 9	142	142	1	A/N	O
Units Defective 9	143	148	6	N	O
Defect Class Code 9	149	149	1	N	O
Inspection Attribute Code 10	150	151	2	N	O

Units Inspected 10	152	157	6	N	O
Inspection Type Code 10	158	158	1	A/N	O
Units Defective 10	159	164	6	N	O
Defect Class Code 10	165	165	1	N	O
Inspection Attribute Code 11	166	167	2	N	O
Units Inspected 11	168	173	6	N	O
Inspection Type Code 11	174	174	1	A/N	O
Units Defective 11	175	180	6	N	O
Defect Class Code 11	181	181	1	N	O
Inspection Attribute Code 12	182	183	2	N	O
Units Inspected 12	184	189	6	N	O
Inspection Type Code 12	190	190	1	A/N	O
Units Defective 12	191	196	6	N	O
Defect Class Code 12	197	197	1	N	O
Inspection Attribute Code 13	198	199	2	N	O
Units Inspected 13	200	205	6	N	O
Inspection Type Code 13	206	206	1	A/N	O
Units Defective 13	207	212	6	N	O
Defect Class Code 13	213	213	1	N	O
Inspection Attribute Code 14	214	215	2	N	O
Units Inspected 14	216	221	6	N	O
Inspection Type Code 14	222	222	1	A/N	O
Units Defective 14	223	228	6	N	O
Defect Class Code 14	229	229	1	N	O

Record Code(MIR)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(D)	5	5	1	A/N	M
Heat/Lot Number 1	6	20	15	A/N	O
Heat/Lot Number 2	21	35	15	A/N	O
Heat/Lot Number 3	36	50	15	A/N	O
Heat/Lot Number 4	51	65	15	A/N	O
Heat/Lot Number 5	66	80	15	A/N	O
Heat/Lot Number 6	81	95	15	A/N	O
Heat/Lot Number 7	96	110	15	A/N	O
Heat/Lot Number 8	111	125	15	A/N	O
Heat/Lot Number 9	126	140	15	A/N	O
Heat/Lot Number 10	141	155	15	A/N	O
Heat/Lot Number 11	156	170	15	A/N	O
Heat/Lot Number 12	171	185	15	A/N	O
Heat/Lot Number 13	186	200	15	A/N	O
Heat/Lot Number 14	201	215	15	A/N	O
Heat/Lot Number 15	216	230	15	A/N	O

Record Code(MIR)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(E)	5	5	1	A/N	M
Remarks	6	240	235	A/N	M

Record Code(MIR)	1	3	3	A/N	M
Transaction Code(A=Add, C=Change, D=Delete)	4	4	1	A/N	M
Sequence Code(E)	5	5	1	A/N	M
Remarks	6	240	235	A/N	M

3.2 MIR DATA DICTIONARY

PDREP Field	DEFINITION
Added Activity	DODACC or User Code of the activity that added the record to PDREP
Added Date	Date record was added to system.
Batch Number	The batch number assigned to the file when it is loaded. Primary Key in conjunction with RECORD_NUMBER.
CAGE Code (Contractor or Manufacturer)	Foreign Key; Cage Code must exist in the REFCAG table. Contractor and Government Entity (CAGE) Code (as found in the DLA Cataloging Handbook) of the contractor or government activity referenced in the report.
Certifying Activity Designator	The Certifying Activity Designator (CAD) assigned by SEA 07Q to activities that can certify Level 1, SUBSAFE, or TARGET material.
Contract Delivery Date	The date agreed to by the vendor in the contract (or its subsequent modifications) by which the material will be delivered to the customer.
Contract Number	<p>Unique number assigned to the contract consisting of the government activity's Department of Defense Activity Address Code (DODAAC), contract fiscal year, instrument code, contract sequence, and line item.</p> <p>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. Material purchased with a government credit card will use a 16 character contract number associated with the credit card number used to purchase the material.</p>
Contract Units Received	The number of units received expressed in the units of measure ordered on the contract (i.e. ft, lbs, bxs, etc).
Defective Material Report Number	Internal Defective Material Report (DMR) number for rejected lots.
Dollar Value Defective	Whole dollar value of the units rejected based on the reported inspection.

PDREP Field	DEFINITION
Dollar Value Received	Whole dollar value of the inspected lot (round up or down as appropriate).
Drawing Number	Drawing number on which the material was procured.
End (Added Date)	When searching MIRs. Format (XX/XX/XXXX). The date the MIR was added to PDREP. This field is the end of the date range used to search for an existing MIR.
Fabrication Specification	Specification required by the contract for material fabrication.
FSC	A four position Federal Supply Classification (FSC) Code from the FSC Indexes Cataloging Handbook.
Heat Number	The unique number assigned to material identifying a common batch or pour by the activity that produced the material.
Inspecting DCMA	Will DCMA be inspecting the material.
Inspection Completion Date	The date the MIR was reviewed and completed for release by supervisor.
Inspection Lot Size	Total number of product units in the lot to which the record pertains.
Job Order Number	The job order applicable to lot.
Location	The building or location where the inspection was performed.
Lot Number	A unique vendor identification number assigned to a lot of material. Mandatory if known for Level I material.
Low Serial Number	The low serial number assigned to the lot covered by one MIR document. The resulting serial number range is used to verify Level 1/SubSafe Material Identification Codes.
Material Description	Brief description of the product inspected.
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
Material Level Code	Foreign Key. Code must exist in the CODE field of the MATERIAL_LEVEL table. Code indicates the level of essentiality.

PDREP Field	DEFINITION
	1: QA-1, QC-22; Level 1 Non-nuclear 2: QA-2, QC-99, CIM 3: QA-3, QC-77, Non-level 4: QA-A; Level 1 Nuclear 5: QA-G; Non-Naval Nuclear Material 6: QA-4, QC-33; Non-Level 1 Non-nuclear 7: QA-C; Non-Level 1 Nuclear 9: QA-D, Non-Level2, Level III Nuclear (NCM) 10: QA-E, Non-naval Nuclear Material 20: Flight Critical (Navair) 21: Not applicable
Material Specification	Specification required by the contract for the material.
NIIN	A nine-position National Item Identification Number (NIIN) of the material; component of the National Stock Number (NSN).
Notes	Notes written about the inspection.
NSN COG	A two character alphanumeric code (from the Federal Supply Catalog ML Management Data List C1, Volume 2) for the activity having cognizance over the material.
NSN FSC	Foreign Key. FSC must exist in the REFFSC table. A four position Federal Supply Classification (FSC) Code (from the FSC Indexes Cataloging Handbook, H2) for the material referenced in the report.
NSN NIIN	National Item Identification Number for the item which includes the National Codification Bureau (NCB) code. If the item is purchased locally and does not have a NIIN this would be the Local Stock Number (LSN).
NSN SMIC	Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol. 2.
Process Instruction Number	The instruction number or identification number of instruction used to inspect the lot.
Product Description	A description of the product being inspected.
Production Units Defective	Total number of units rejected based on the reported inspection.

PDREP Field	DEFINITION
PQDR RCN	Computer generated field. The first six-positions are the originating DODAAC followed by two-position calendar year that is followed by a three position Julian date followed by a three position numeric serial number. Each RCN is unique and present when a PQDR is originated as a result of a MIR. The web based application permits the PQDR originator to link the PQDR to the MIR that was the cause for investigation.
Received UI	Received Unit of Issue.
Reject Indicator	Foreign Key. Indicator value is referenced from the CODE field of the INDICATOR field. Indicates whether or not the lot was rejected based on inspection findings. "Y" if production units defective is greater than 0. Defaults to "N"
Remarks	Miscellaneous text.
Reporting Activity / DODAAC	Primary Key in conjunction with the SERIAL_NUMBER field. Foreign Key; DODAAC must exist in the REFADO table. The DoDAAC of the activity where the MIR originated.
Requisition Number	The requisition activity number, e.g. requisition purchase request
Serial Number	Primary Key in conjunction with the REPORTING_ACTIVITY field. Unique serial number comprised of the year (2 positions) and the activity assigned Serial Number (6 positions). The high eight-digit serial number assigned to the lot. A serial number will not be duplicated within any given calendar year.
Ship / 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.
Start (Added Date)	When searching MIRs. Format (XX/XX/XXXX). The date the MIR was added to PDREP. This field is the start of the date range used to search for an existing MIR.

PDREP Field	DEFINITION
DOD Unique Item Identifier	DoD Unique Item Identifier input either manually or by scanning a Barcode that contains the materials UII data.
Update Activity	User code of an individual updating a record on-line or the Department of Defense Activity Address Code (DODAAC), from DOD 4000.25-6-M, the activity updating the record in batch.
Update Date	Computer generated date indicating the date of the most recent revision to the record.

4 SUMMARY

This concludes the PDREP Batch Upload instructions. PDREP Customer Support is available to answer additional questions and can be contacted as follows:

E-Mail: webptsmh@navy.mil

Commercial: (207) 438-1960

DSN: 684-1690

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