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

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

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

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

REFERENCE:

1. Federal Acquisition Regulation (FAR) Part 42.15
3. Secretary of the Navy Instruction (SECNAVINST) 4855.3
INTRODUCTION

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

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

The PDREP CAD program is primarily used to provide a means of reporting delivery information on Navy contracted material; that data is collected and forwarded to PPIRS-SR to fulfill the requirements of FAR Part 42.15. Other DoD components with no other means of reporting contract delivery data to the PPIRS-SR system may participate.

The PDREP-CAD 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 form, available on the NSLC home page: http://www.nslcptsmh.csd.disa.mil. Click on User Access Request to download the form. Follow the directions on the form to submit the request for access to PDREP.

To update your access to the PDREP-AIS system an Access Change Requests must be submitted. The User Access request form is available within the PDREP-AIS application. Once logged into the PDREP-AIS click ‘ [Your Name] ’ in the upper right corner of the page, click ‘Click Here’ to update profile information, click ‘Access Change Request’ tab, Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/

Hover over “Help” at the top of the home page. Select the first option for the Help Desk.

If you wish to provide suggestions to change CAD or other PDREP-AIS modules, from the same Help menu, select the “Suggest a Change” option. The Feedback form will open.

Instructions for completion are located at the top of the form.

Also, visit our FAQ Page – your question(s) may be easily answered there.

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
Portsmouth, NH 03804-5000
## ACCESS LEVELS

<table>
<thead>
<tr>
<th>ACCESS LEVELS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Access</td>
<td>User has no access to any CAD records</td>
</tr>
<tr>
<td>View Access</td>
<td>User may only view CAD records. User will not be able to add, update, or delete any information.</td>
</tr>
<tr>
<td>Non-Management Access</td>
<td>User will be able to add, update, or delete CAD records. User will only be able to update or delete CAD records that they have added to PDREP. They will not be able to modify CAD records collected from WAWF, EDA, MOCAS, or other Users from within their Activity.</td>
</tr>
<tr>
<td>Management Access</td>
<td>User will be able to add, update, or delete CAD records. User will be able to update or delete CAD records regardless of origin provided their Primary or Secondary DoDAAC in their PDREP User Profile matches the first 6 characters of the contract number.</td>
</tr>
<tr>
<td>Full Access</td>
<td>Reserved for PDREP Admins only.</td>
</tr>
</tbody>
</table>

**TABLE 1**
2 MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP Home page will display (See Figure 2.1). You may not see all of the options listed depending on your level of access.

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

![PDREP Home Page](image)

**Figure 2.1**

**NOTE:** Your PDREP home page view may be different depending on which applications/searches you have requested and are authorized for use. The Customer Support Desk can assist in adjusting profiles to match the user’s needs.
2.1 FINDING THE FLY OUTS

Hover your mouse pointer over any PDREP Application located on the upper left portion of the screen and a list of sub-links for that application will appear (See Figure 2.2).

2.2 SELECTING THE FLY OUT

Selecting either of the sub-links will allow the user to go directly to that page within the application (See Figure 2.2).

3 SEARCHING AND VIEWING EXISTING CAD RECORDS

3.1 Searching for a Record

A. Select Cad Search hyperlink from the fly outs (See Figure 3.1)

B. The Contract Award and Delivery Data page displays (See Figure 3.2).
C. On the “CAD Search” tab, users may search on combinations of Contract Number, Order Number, CAGE Code, and/or date ranges of records added to PDREP. Enter data as described below:

**NOTE:** Data must be entered in either the “Contract Number” or “CAGE Code” fields to retrieve data in the CAD Search.

1. **Contract Number:** Enter a valid contract number (omitting dashes) to locate a specific contract in PDREP.

   **NOTE:** Partial contract numbers containing at least six characters (i.e. DoDAAC) may be used in lieu of complete contract number.

2. **Order Number:** If a Contract Number was entered (from a.), an Order Number may be entered to further filter results of the search.

3. **CAGE Code:** Enter a complete five-character CAGE Code.

4. **Start (Added Date) and End (Added Date):** default to one year before the query and the day of the query, respectively. These dates may be changed if desired. These dates limit returned results base on the “Added Date” of the record. The Added Date refers to the date the CAD record was entered into the PDREP-AIS (Automated Information System). Expand the date range by entering the dates or using the calendar icons as needed to ensure records are included that may be older than default date range of one year.

   **NOTE:** If the full Contract Number was entered, the date ranges will be ignored.

D. Select the “Search” button. Search results display at the bottom of the page (See Figure 3.3).
3.2 Viewing a Record

A. Selecting the link in the “Contract Number – Order Number” column for the record of interest displays the “Contract Award and Delivery Data – View Record” menu (See Figure 3.4).
B. To print the displayed data, select the “Print” button (See Figure 3.4).
C. To return to the previous screen, select the “Back” button. See the Appendix for the data dictionary and description of the data fields.

4 ADDING, EDITING, OR DELETING CAD DATA

4.1 Adding a CAD Record

A. To add a new contract record, select the “Create New CAD” tab (See Figure 4.1) or the Create New CAD fly out hyperlink (See Figure 3.1).

B. After selecting the Create New CAD hyperlink or tab, the ADD Contract Award and Delivery Data screen will appear (See Figure 4.2).
C. Selecting the “Cancel” button will exit the screen and return to the “CAD Search” tab without saving any data.

D. Enter a valid, 13-digit Contract Number and CAGE Code. Complete remaining fields if the information is available. Fields marked “(M)” are mandatory. Without entering these fields, you are unable to continue with the record.

E. Select the “(M) Add Item” button.

F. The “Add CAD Item” table opens up at the bottom of the page (See Figure 4.3).
G. Complete the mandatory fields in the “Add CAD Item” row.
   1. **Item Number**: 4 digit CLIN
   2. **FSC**: 4-digit Federal Supply Class
   3. **Quantity**: Number of units accepted
   4. **Price**: Unit Price of item

H. Select the “Save Item” button to add the item to the CAD record.

I. Select the “Cancel Item Add” button to close out an open “Add CAD Item” table and view only the line items that have already been associated with the record (See Figure 4.4).
J. To add more line items, click the (M) Add Item button. Repeat steps 5 through 9 until all information has been added (See Figure 4.5).

K. Select the “Save” button to save changes to the Contract Award and Delivery record.

L. Select the “Cancel” button to exit the “Add Contract Award Data” screen without saving any new unsaved changes.
4.2 Editing a CAD Record

A. To edit existing contract award delivery data, the user should follow the search procedures in Section 2 to locate a specific record. Once the record is located, select the “Edit” link (See Figure 4.6)

NOTE: The “Edit” and “Delete’ links may not appear depending on your Activity and Level of access.

![Figure 4.6](image)

B. The “Edit Contract Award and Delivery Data” screen displays as shown in Figure 4.7.
C. To remove a Contract Line Item Number (CLIN) or Delivery, select the “Delete” button next to the CAD Item (see Figure 4.7).

D. Select the “Edit” button to begin editing the CLIN. The “Edit CAD Item” table opens at the bottom of the page. (See Figure 4.8).

E. To edit data in the contract award data record:
   1. Enter mandatory fields (M).
2. Enter optional fields, if information is known.
3. Select the “Save Item” button to save changes to the Line Item.
4. Select the “Cancel Item Edit” button to abort any changes made to the Line Item.
5. Select the “Save” button to save changes to the CAD record.
6. Select the “Cancel” button to abort any unsaved changes to the CAD record.

See the Appendix 1 Data Dictionary for an explanation of the web pages’ data fields.

4.3 Deleting CAD Records

A. To delete an existing contract record from PDREP, follow the search procedures in Section 3. The result set should appear similar to that shown in Figure 4.9.

B. Note that deleting records is only possible for records which the user has permission, which is based on their user profile. If you have permission for deletion, a “Delete” link will be displayed under the Delete column in the result set.

C. Click the “Delete” link under the Delete column for the record of interest.

D. A pop up will appear to confirm the record selected for deletion. Click Yes to affirm the record should be deleted. Click No to cancel the request.

E. To print a copy of what is to be deleted, click the Print button at the top of the page.
F. To abort the delete, click the **Cancel** button at the top of the page.

5  CAD AD HOC REPORTS

5.1 Accessing CAD Ad Hoc Reports

A. To access the CAD Ad Hoc report select **CAD Ad Hoc** hyperlink from the Contract Award and Delivery Data (CAD) fly out options (See **Figure 5.1**).

![Figure 5.1](image)

B. If already working in the CAD module, the user may access the CAD Ad Hoc Reports screen by selecting the **CAD Ad Hoc Reports** tab (See **Figure 5.2**).

![Figure 5.2](image)

C. After selecting the hyperlink or tab, the CAD Ad Hoc Report screen will be displayed (See **Figure 5.3**).
5.2 Using CAD Ad Hoc

Please refer to the Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide for assistance using the ERS Ad Hoc.

The ADHOC query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query, select specific data elements from that record, and base the query on criteria like a date range or code used in the record to get the results.

Users can run the query and adjust it if it is not exactly what they're looking for by returning to the ADHOC Report page after running a query. The results can be downloaded into MS Excel when complete.

A. The Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide. The User Guide can be located by clicking on the link below


Figure 5.3
B. While working in the module the user guide page can also be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (See Figure 5.4).

After selecting either the fly out option or the hyperlink in this section, the PDREP Main Page Guides and Manuals page will be displayed (See Figure 5.5).
6 SUMMARY

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

E-Mail:    webptsmh@navy.mil
Commercial:   (207) 438-1960
DSN:       684-1690
Fax:       (207) 438-6535
# Appendix

## Data Dictionary

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