



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

**Product Quality Deficiency Report  
(PQDR) and  
Supply Discrepancy Report (SDR)**

**Exhibit and Shipment Tracking**

**User Guide  
September 2016**

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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. Its purpose is to assist users with Product Data Reporting and Evaluation Program (PDREP) - Automated Information System (AIS) Product Quality Deficiency Report (PQDR) and Supply Discrepancy Report application's Exhibit Tracking (ET) functionalities. The PDREP ET tool is designed to work in concert with existing DoD policy and processes for PQDRs. Proper use of the PDREP application should facilitate compliance with DoD PQDR and SDR policy.

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

## **REFERENCES:**

1. DoDD 5000.2
2. DLAR 4155.24
3. SECNAVINST 4855.3B
4. SECNAVINST 4855.5A
5. NAVSO P3683
6. AR 702-7
7. AF(I) 21-115

## **INTRODUCTION**

This document is intended to guide DoD personnel in the use of Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) in the process of tracking exhibits related to Product Quality Deficiency Reports (PQDR) and Supply Discrepancy Reports (SDR).

The PDREP 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.

Requests for changes or improvement to any PDREP-AIS or any of the NSLC Detachment Portsmouth webpages 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](mailto:webptsmh@navy.mil)

### **Mailing Address**

Naval Sea Logistics Center Detachment Portsmouth

Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

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

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

# 1 EXHIBIT TRACKING OVERVIEW

1. Anyone with access to the PDREP-AIS PQDR and/or SDR can view the status of a PQDR or SDR exhibit in PDREP. The exhibit tracking information is only as complete as the personnel entering exhibit data have made it. Exhibit and shipment data can be entered at each level of the PQDR Originator, Screening Point, Action Point and Support Point or the SDR Originator and Action Point.
1. Viewing PQDR or SDR Exhibit Tracking Information

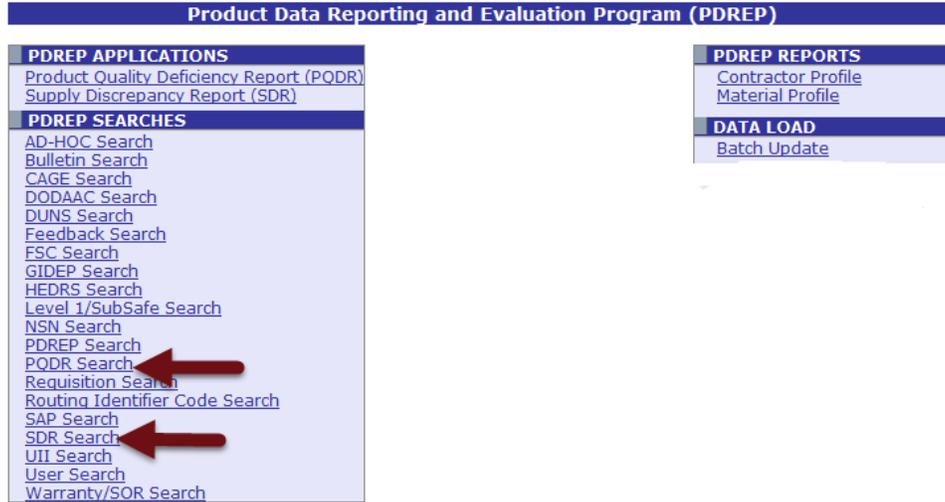


Figure 1.1

2. To access a summary of Exhibit Tracking information or add shipment tracking information related to a PQDR or SDR exhibit, from the PDREP Main Menu, click the [PQDR Search](#) or [SDR Search](#) link located under the PDREP SEARCHES heading shown in Figure 1.1.
3. You'll then be directed to the PQDR-RCN Search or SDR-RCN Search webpage. These pages are very similar. PQDR is shown as an example in Figure 1.2. Enter a RCN or requisition number and click the "Search" button.

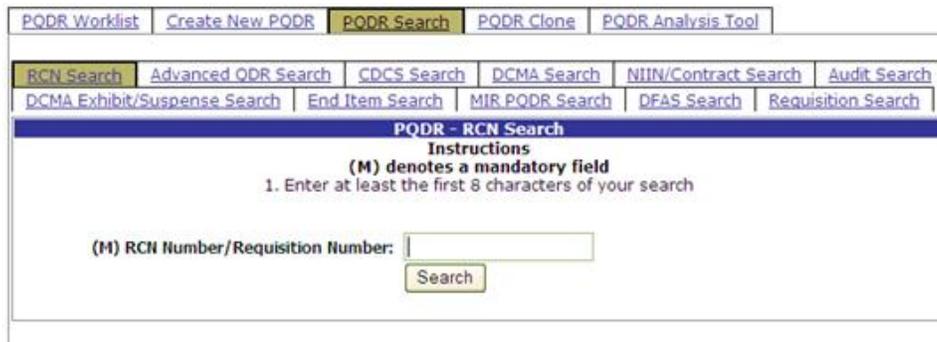


Figure 1.2

## 1.1 Locating the PQDR or SDR Exhibit tracking Information

1. If the RCN is found the PQDR or SDR page will display. The display will vary depending on your access privileges set up in your User Profile. What will be the same for everyone are the links on the left side of PQDR or SDR page. See Figure 1.3.
2. If your access privileges permit, you may also be able to access the PQDR or SDR and make additional updates to the record using other links on the webpages. Please refer to the PQDR and SDR user guides to make updates to the PQDRs and SDRs outside the scope of this discussion.
3. Clicking the [Exhibit Tracking](#) link on the PQDR webpages directs you to the Exhibit Tracking Summary webpage in Figure 1.4.
4. Clicking the [Exhibit Tracking](#) link on the SDR webpages directs you to the shipment tracking webpages. See Section 3 of this user guide to continue.

PQDR Worklist		Create New PQDR	PQDR Search	PQDR Clone	PQDR Analysis Tool	Preview EZPQDR Entry
<b>CHOOSE LEVEL</b>		<b>Originator Point Data Entry</b>				
Originator		RCN: -11-9876				
Screening Point		NSN: DY4820123456789C1				
Action Point		Category: CATEGORY II				
Support Point		Status: DRAFT				
Location of PQDR: ORIGINATOR						
<b>QUICK VIEWS</b>		<b>SDR Front View</b>				
View SF-368 (HTML)		<b>LEVEL I - LEVEL I - LEVEL I - LEVEL I - LEVEL I</b>				
View SF-368 (PDF)		<b>SUPPLY DISCREPANCY REPORT (SDR)</b>				
View Exhibit Tag		1. DATE OF PREPARATION			2. REPORT NUMBER	
View Points of Contact		02/06/2013			- 13-0004	
History						
<b>ATTACHMENTS</b>		<b>SHIPPING</b>				
View/Upload Files ( 0 )		3. TO (Name and address, include ZIP Code)			4. FROM (Name and address, include ZIP Code)	
<b>EXHIBIT TRACKING</b>						
Exhibit Tracking						
Create DD-1348						
<b>USER INFORMATION</b>						
User Profile						
		5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOC (SBL, Waybill, TCN, etc.)
		7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUM (Purchase Request, etc.)	
					130000004	
<b>9. SHIPMENT, BILLING, AND RECEIPT DATA</b>						<b>10. DISCREPANCY</b>
(b) NSN/PART NUMBER AND NOMENCLATURE		(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(a) QUANTITY	(b) UNIT PRICE	
1H-5310-000044583-L1 NUT,SELF-LOCKING,HE		EA	0	0	1	47.00
<b>ORDERED</b>		0	0	0		
<b>RECEIVED</b>		0	0	0		
(10d) DISCREPANCY CODES						
C1 - IN A CONDITION OTHER THAN SHOWN ON SUPPLY DOCUMENT OR ON THE SUPPOR INSPECTION/TEST CERTIFIC						
Q1 - PRODUCT QUALITY DEFICIENCY						
11. ACTION CODES						
1A - DISPOSITION INSTRUCTIONS REQUESTED						
12. REMARKS						
test of FMS PQDR for Navy. resubmit.						
13. FUNDING AND ACCOUNTING DATA						

Figure 1.3

## 1.2 PQDR Exhibit Tracking Summary

1. The Exhibit Tracking Summary displays data entered through the normal processing of a PQDR in the top half of the Exhibit Tracking Summary. The PQDRs Exhibit Tracking Summary is broken into groups and sorted under headings:
  - a. **Basic PQDR Information:** This provides for a description of the material and PQDR data.
  - b. **Latest Exhibit Information:** This area displays common fields that can be updated from several sources including manual data entry or by electronic data feed from external IT systems.
  - c. **Originator's Location/Return Shipping Address:** Displays information where the exhibit would be returned, if the exhibit is being returned to the Originator.
  - d. **Action Point Exhibit Request/Return Shipping Address:** Displays where a sender should send an exhibit when shipping to the Action Point.
  - e. **Support Point Exhibit Request/Return Shipping Address:** Displays where a sender should send an exhibit when shipping to the Support Point.
  - f. **ADD/EDIT DOD UNIQUE ITEM IDENTIFIER:** Use this link to add the DoD Unique Item Identifier to the PQDR. See Section 5 for an explanation of how to enter or update UIIs.
  - g. **ADD/UPDATE SHIPMENT TRACKING:** This link enables material handlers to enter shipment tracking information for shipments or material receipts. See Section 3 for details on how to update or enter this data.
  - h. **Shipment Records:** When shipment tracking entries have been made, those shipment records will be displayed under the heading Shipment Records. In each shipping record there may be links to websites listed in the Carrier columns. Clicking those links opens the webpage for that carrier so you can search their databases for any information they have concerning their handling of the exhibit.
  - i. **ALL QDR HISTORY:** This link provides access to any material handlers that may not have access to other PQDR webpages in PDREP so they can see the significant events that provide perspective for the current disposition of the exhibit.
2. Contained in the History display you may also see links in the correspondence column. These are links to formal letters created in PDREP that when clicked will display a copy of the letter sent from one organization to another.
3. History directly related to the exhibit processing such as Shipment Record, Exhibit Request, or Exhibit Receipt et al are displayed under the heading of Exhibit Correspondence History.

**EXHIBIT TRACKING SUMMARY**

**Basic PQDR Information:**  
 RCN: -09-0206  
 National Stock Number: 1H-5310-000044583-L1  
 Nomenclature: NUT,SELF-LOCKING,HEXAGON  
 CAGE Code: CPARS  
 MFRS Part No: 63A158097P1  
 Qty Received / Qty Deficient: 2 / 2  
 DoD Unique Item Identifiers: D1633163A158097P1B333552;

**Latest Exhibit Information:**  
 Exhibit Required Ship Date: 08/01/2011  
 Exhibit Status: 2 - OPEN  
 Exhibit Request Date: 09/01/2010  
 Exhibit Shipped Date: 09/08/2010  
 Exhibit Received Date: 09/15/2010  
 Exhibit Promised Date: 08/29/2011  
 Exhibit Tendered Date: 08/30/2011  
 Exhibit Returned Date: 08/31/2011  
 Received Exhibit Disposition Inst Date: 08/17/2011  
 Exhibit Disposition Date: 08/29/2011

Exhibit Condition: F7 - UNSERVICEABLE - REPARABLE - REPAIRS REQUIRED  
 Exhibit Disposition: H - HOLDING EXHIBIT  
 Exhibit Replace Serial Number: ABC123  
 Exhibit Shipping Document Code: 01 - DD250  
 Exhibit Shipment Number: WD1254-987  
 Exhibit Carrier: 10 - HAND CARRY  
 DLA Disposition Narrative: DLA DISPOSITION INTRUCTIONS WOULD BE SHOWN HERE.... THX.

**Originator's Location/Return Shipping Address:**  
 Material Return Address:  
 Location of Deficient Material (DODAAC/CAGE):  
 Location Of Exhibit Narrative: ITEM IS LOCATED BEHIND STORAGE LOCKERS IN RM 3B, 2ND FLOOR OF BUILDING 151 ON PORTSMOUTH NAVAL SHIPYARD.

**Action Point Exhibit Request/Return Shipping Address:**  
 Mark For: MAXWELL HAMMER  
 DODAAC:  
 Address:

**Support Point Exhibit Request/Return Shipping Address:**  
 Attention: MR. MAX BIGSBY  
 DODAAC:  
 Address:

[ADD/EDIT DOD UNIQUE ITEM IDENTIFIER](#)  
[ADD/UPDATE SHIPMENT TRACKING](#)

**Shipment Records:**

Record/Exhibit No.	Requested Date	Shipped To	Shipped Date	Doc Code	Shipping No.	Carrier	Fund Code	Comments	Received by	Received Date
090206 (Ex.# 9982)	08/02/2011		08/03/2011	DD1149	36	FEDERAL EXPRESS	te	test		08/28/2011
090206 (Ex.# 10000)	09/01/2010		09/08/2010	DD1149	ABC-123	UNITED PARCEL SERVICE	02	Test of documenting a Shipment.		09/15/2010

[ALL ODR HISTORY](#)

**Exhibit Correspondence History:**

Date Released	Senders Name and Email Address	From Activity	To Activity	Emailed Message To	Correspondence	Message
05/03/2010 13:16:28					EXHIBIT REQUEST Generated and Sent by AMORG	SENT TO: COPIED TO:
06/03/2010 05:57:01					EXHIBIT RECEIPT Generated and Sent by ZSILV	SENT TO:
09/01/2011 06:55:46					EXHIBIT SHIPPED NOTIFICATION KCARR	TEST OF DOCUMENTING A SHIPMENT.
09/01/2011 06:57:08					EXHIBIT RECEIPT KCARR	TEST OF DOCUMENTING RECEIPT OF EXHIBIT.
09/01/2011 13:31:32					EXHIBIT DISPOSITION Generated and Sent by KCARR	SENT TO: COPIED TO:

Figure 1.4

## **2 SOURCES OF PQDR EXHIBIT TRACKING INFORMATION**

1. The Exhibit Tracking Summary displays much data entered through the normal processing of a PQDR in the top half of the Exhibit Tracking Summary.
2. PQDR Originators currently can access and edit the following data fields displayed on the Exhibit Tracking Summary from their Originator level webpages.
  - a. Originator's Location/Return Shipping Address
  - b. Material Return Address
  - c. Location of Deficient Material DoDAAC/CAGE
  - d. Location of Exhibit Narrative
3. PQDR Screening Points can access and edit the following data field displayed on the Exhibit Tracking Summary from their Screening Point level webpages.
  - a. Exhibit Required Ship Date
  - b. PQDR Action Points can access and edit the following data fields displayed on the Exhibit Tracking Summary from their Action point level webpages.
    - c. Exhibit Required Ship Date
    - d. NAVSUP Disposition Code
    - e. NAVSUP Material Disposition
    - f. DLA Disposition Code (editable only by DLA personnel)
    - g. DLA Disposition Narrative (editable only by DLA personnel)
    - h. Action Point Request/Return Shipping Address
    - i. Mark For
    - j. DoDAAC
    - k. Address
4. PQDR Support Points can access the following data fields displayed on the Exhibit Tracking Summary from their Support Point level webpages:
  - a. Support Point Exhibit Request/Return Shipping Address
  - b. Attention
  - c. DoDAAC
  - d. Address
  - e. Exhibit Status
  - f. Exhibit Required Ship Date
  - g. Exhibit Request Date
  - h. Exhibit Shipped Date
  - i. Exhibit Received Date
  - j. Exhibit Promised Date

- k. Exhibit Tendered Date
  - l. Exhibit Returned Date
  - m. Received Exhibit Disposition Instruction Date
  - n. Exhibit Disposition Date
  - o. Exhibit Condition
  - p. Exhibit Disposition
  - q. Exhibit Replace Serial Number
  - r. Exhibit Shipping Document Code
  - s. Exhibit Shipment Number
  - t. Exhibit Carrier
5. PQDR Action Points and PQDR Support Points also have access to create letters from the respective webpages. When exhibit letters are created they automatically fill in the appropriate exhibit dates. The letters are also viewable in link contained in the PQDR History and Correspondence. Exhibit letters that can be generated in PDREP at the Action Point level are:
- a. Return of Exhibit For Investigation
  - b. Request for Report Exhibits
6. Formal exhibit letters that can be generated in PDREP at the Support Point level are:
- a. Exhibit Request
  - b. Exhibit Receipt
  - c. Request for Exhibit Disposition Instructions
  - d. Exhibit Disposition
  - e. Exhibit Return
  - f. Exhibit Not Required
  - g. Exhibit Not Received
7. Each level of PQDR processing may also send messages related to exhibit processing that appear in the PQDR history. These messages may also update exhibit data shown on the Exhibit Tracking Summary.
8. The Screening Point, Action Point, and Support Point can send an informal Exhibit Request message/email, which contains no letter attachment from their level to the Originator. These messages are tracked in the PQDR history and correspondence. In addition the Support Level has ability to send an informal Exhibit Receipt, Exhibit Return, and Exhibit Request for Disposition.
9. Data may also, arrive from sources external to the PDREP-AIS such as:
- a. Via electronic data feed from DLA's Enterprise Business System (EBS) or
  - b. Via electronic data feed from DLA's Distribution Standard System (DSS) or
  - c. Via electronic data feed from DLA's WebSDR

### 3 SHIPMENT TRACKING

1. Tracking and documenting shipments or receipt of shipments can be documented in PDREP. This tracking feature is available to all government material handlers that have access to PDREP PQDR or SDR applications.
2. For SDRs, Clicking the Exhibit Tracking on the SDR base webpage brings the user directly to the Exhibit Tracking webpage where shipments may be entered.
3. For PQDRs, the add or edit shipment tracking functionality is accessed by clicking the [ADD/UPDATE SHIPMENT TRACKING](#) link towards the bottom of the Exhibit Tracking Summary webpage. Clicking this link brings you to the Exhibit Tracking webpage in Figure 3.1.

#### 3.1 Viewing Shipment Tracking

The screenshot shows the 'Exhibit Tracking' webpage. At the top, there are instructions: '(M) denotes a mandatory field', '1. Enter the required information', '2. Click Add Shipment Tracking to add the information to PDREP', '3. Click Cancel to return to Base Page', and '4. To update Shipment Tracking information, click Update link'. Below the instructions are several data entry fields: '(M) Requested Date' and '(M) Shipped Date' (both with calendar icons), '(M) Quantity Shipped', '(M) Shipped From (DoDAAC/CAGE)' (with an 'Autofill Shipment Info' button and radio buttons for 'TAC 2' and 'TAC 1'), '(M) Shipped To (DoDAAC/CAGE)' (with an 'Autofill Shipment Info' button and radio buttons for 'TAC 2' and 'TAC 1'), 'Fund Code', 'Document Code' (with a dropdown arrow), '(M) Carrier' (with a dropdown arrow), 'Shipment Number', and 'Shipping Comments (Max 250 characters)' (with a text area and scrollbars). At the bottom, there are two buttons: 'Add Shipment Tracking' and 'Back'.

Figure 3.1

1. There are basic instructions at the top of the page explaining how to utilize the webpage. The middle section provides data entry fields used to populate new shipment records. Data entry fields for creating a shipment record are:
  - a. Requested Date – Date the exhibit was requested to be sent to another location
  - b. Shipped Date – Date that the exhibit was actually shipped.
  - c. Quantity Shipped – Enter the quantity of exhibits shipped.
  - d. Shipped From (DoDAAC/CAGE) – The DoDAAC or CAGE where the exhibit was shipped from.

- e. Shipped To (DoDAAC/CAGE) – The DoDAAC or CAGE where the exhibit was shipped.
  - f. Fund Code – The fund code for the shipment.
  - g. Document Code – Describes the shipping document or form type used for shipping.
  - h. Carrier – The carrier used to transport the exhibit.
  - i. Shipment Number – The control number used to track the shipment.
  - j. Shipping Comments - Any comments or instructions regarding shipping of the exhibit.
2. Clicking the “Add Shipment Tracking” button with the mandatory data fields filled in creates a new shipment tracking record.
  3. The “Cancel” button returns the user to the previous webpage.
  4. At the bottom of the webpage, if any shipment tracking records were previously created they are displayed. The columns displayed are:
    - a. Record/Exhibit No. – This is a unique tracking number assigned within PDREP.
    - b. Requested Date – The date a request for a shipment was made.
    - c. Shipped To – The DoDAAC of the location where an exhibit is to be shipped.
    - d. Shipped Date – The date the exhibit was shipped.
    - e. Doc Code – The Document code previously entered. Describes the shipping document form type used for shipping.
    - f. Shipping No. – The carrier’s Shipping Number provided to the shipper for tracking.
    - g. Carrier - The carrier used to move the material from one point to another. In each shipping record there may be links to websites listed in the Carrier columns. Clicking those links opens the webpage for that carrier so you can search their databases for any information they have concerning their handling of the exhibit.
    - h. Fund Code - The fund code for the shipment.

**Exhibit Tracking**

**Instructions**  
(M) denotes a mandatory field  
1. Enter the required information  
2. Click **Add Shipment Tracking** to add the information to PDREP  
3. Click **Cancel** to return to Base Page  
4. To update Shipment Tracking information, click **Update** link

(M) Requested Date:

(M) Shipped Date:

(M) Quantity Shipped:  EACH

(M) Shipped To (DoDAAC/CAGE):

Fund Code:

(M) Document Code:

(M) Carrier:

Shipment Number:

Shipping Comments:  
(Max 250 characters)

Record/Exhibit No.	Requested Date	Shipped To	Shipped Date	Doc Code	Shipping No.	Carrier	Fund Code	Comments	Received by	Received Date	Update Received Information	Delete
130005 (Ex.# 50783)	09/01/2013		09/09/2013	OTHER	1234567890ABC	OTHER		Sample Shipment Record.			<a href="#">Update</a>	<input type="button" value="Delete"/>

**Figure 3.2**

- i. Comments - Text field provided for shipper comments related to the shipment.
- j. Received By - When receipt of a shipment is documented, PDREP displays the User ID of the person documenting receipt.
- k. Received Date - The date the exhibit was received.
- l. Update Received Information - To update a shipment tracking record, click the [Update](#) link. The update shipment tracking page will display as in Figure 3.2.
- m. Delete - If you created a shipment tracking record, you may remove it by clicking the “Delete” button.

### 3.2 Add a New Shipment Tracking Record

- To create a new shipment tracking record, enter data in each of the data entry fields provided in Figure 3.1 and click the “Add Shipment Tracking” button.
- The shipment tracking is then saved and it now appears as additional shipment tracking record in the list below the “Add Shipment Tracking” and “Cancel” buttons (Figure 3.3).

Record/Exhibit No.	Requested Date	Shipped To	Shipped Date	Doc Code	Shipping No.	Carrier	Fund Code	Comments	Received by	Received Date	Update Received Information	Delete
090206 (Ex.# 9982)	08/02/2011		08/03/2011	DD1149	36	FEDERAL EXPRESS	te	test		08/28/2011	<a href="#">Update</a>	<input type="button" value="Delete"/>
090206 (Ex.# 10000)	09/01/2010		09/08/2010	DD1149	ABC-123	UNITED PARCEL SERVICE	02	Test of documenting a Shipment.		09/15/2010	<a href="#">Update</a>	<input type="button" value="Delete"/>
090206 (Ex.# 10020)	09/01/2011		09/02/2011	DD1149	QWERTY12345	UNITED STATES POSTAL SERVICE	02	This is a sample of entering a new shipment for tracing.			<a href="#">Update</a>	<input type="button" value="Delete"/>

**Figure 3.3**



## 4 UPDATING THE UNIQUE ITEM IDENTIFIER

1. The use of DoD Unique Item Identifiers (UII) is becoming more prevalent on material. Item unique identification is a DoD requirement that enables life cycle traceability. All UIIs are maintained in the DoD's Item Unique Identification (IUID) Registry Database which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are entered into the PQDR and that other similar markings or barcodes cannot be entered.
2. Tracking and documenting UIIs can help material handlers in disparate systems communicate about specific exhibits. This tracking feature is available to all government material handlers that have access to PDREP.

### 4.1 Viewing the Unique Item Identifier

1. To add or edit a Unique Item Identifier, click the [ADD/EDIT DOD UNIQUE ITEM IDENTIFIER](#) link towards the bottom of the PQDR Exhibit Tracking page. Clicking this link brings you to the Lookup IUID form (Figure 4.1).

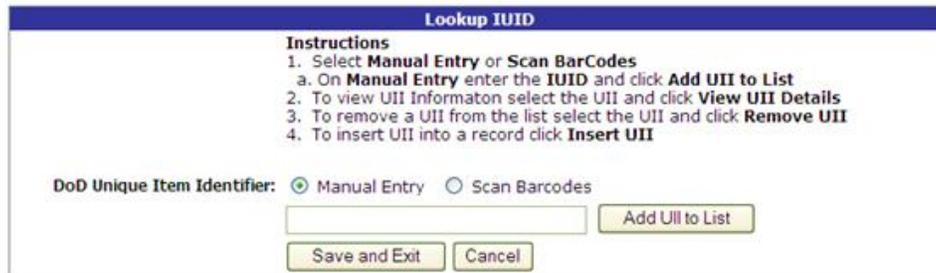


Figure 4.1

2. At the top of the page there are basic instructions for using the webpage.
3. The radial buttons for Manual Entry and Scan Barcodes are used to permit either data entry of UIIs using a keyboard, cut and paste from an electronic file, or by using a hand scanner to scan the 2D mark itself.
4. To add UIIs manually, select the Manual Entry radial button and enter the UII into the “DoD Unique Item Identifier” field, then click the “Add UII to List” button.
5. To add UIIs using a scanner, select the Scan Barcodes radial button, and then scan the 2D barcodes on the material or associated supply documentation successively until each 2D mark you desire is entered on the page. See Figure 4.2.
6. To View information from the DoD IUID Registry, right click on the UII you want to view data about to highlight it and click the “View UII Details” button. An example of the IUID Registry information retrieved is displayed as in Figure 4.3.

**Figure 4.2**

**Figure 4.3**

7. To remove a UII from the list displayed, click on the UII to highlight it and click the Remove UII button. The selected UII is then removed from the list.
8. To Search for records related to a UII in the list, click on the UII you're interested in to highlight it and click the Search Related Records button. If there are any records in PDREP that contain the same UII their Record Type, Key Info, Contract and Contract Serial Number are returned and displayed at the bottom of the webpage (Figure 4.4).
9. Once you're finished making the list of UIIs for a PQDR and you're ready to update the PQDR's list of UIIs, click the "Save and Exit" button. With a successful save, you'll be returned to the Exhibit Tracking Summary page. The changes you made to the list will be reflected in the Exhibit Tracking Summary pages list of DoD Unique Item Identifiers.
10. If any of the UIIs in the list are not present in the DoD UIID Registry, the PDREP-AIS will notify you, and will request you to correct or remove the incorrect UIIs from the list.
11. There may be many barcodes on supply documentation, boxes, and material. So it is quite possible to scan non-DoD UII marks. All UIIs are verified by PDREP with the DoD Item Unique Identifier Registry system prior to adding them to any PDREP record. Only valid and verified UIIs may be added to PDREP records.

12. To return to the previous webpage without saving any changes, click the “Cancel” button.

**Lookup IUID**

**Instructions**  
1. Select **Manual Entry** or **Scan BarCodes**  
a. On **Manual Entry** enter the **IUID** and click **Add UII to List**  
2. To view UII Informaton select the UII and click **View UII Details**  
3. To remove a UII from the list select the UII and click **Remove UII**  
4. To insert UII into a record click **Insert UII**

DoD Unique Item Identifier:  Manual Entry  Scan BarCodes

D1633163A158097P1B333560  
D1633163A158097P1B333559  
D1633163A158097P1B523834  
D1633163A158097P1B333557

Record Type	Key Info	Contract Activity	Contract Serial Number
MIR	0000001		07CDA48
QDR	080720		

Figure 4.4

**Lookup IUID**

**Instructions**  
1. Select **Manual Entry** or **Scan BarCodes**  
a. On **Manual Entry** enter the **IUID** and click **Add UII to List**  
2. To view UII Informaton select the UII and click **View UII Details**  
3. To remove a UII from the list select the UII and click **Remove UII**  
4. To insert UII into a record click **Insert UII**

- The following UIIs are not present in the DoD IUID Registry:
  - D1633163A158097P18333557

Figure 4.5

## 5 Create a DD Form 1348

**Originator Point Data Entry**

RCIN: -11-9876      IISN: DY4820123456789C1  
 Category: CATEGORY II      Status: DRAFT  
 Location of PQDR: ORIGINATOR

**SDR Front View**

**LEVEL I - LEVEL I - LEVEL I - LEVEL I - LEVEL I**

**SUPPLY DISCREPANCY REPORT (SDR) SHIPPING**

1. DATE OF PREPARATION 02/06/2013	2. REPORT NUMBER - 13- 0004	
3. TO (Name and address, include ZIP Code) DEFENSE LOGISTICS AGENCY	4. FROM (Name and address, include ZIP Code)	
5a. SHIPPER'S NAME	5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOC (GBL, Waybill, TCN, etc.)
7a. SHIPPER'S NUMBER (Purchase Order/Shipments, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUM (Purchase Request, etc.) 130000004

**SHIPMENT, BILLING, AND RECEIPT DATA**

(a) NSN/PART NUMBER AND NOMENCLATURE	(b) UNIT OF ISSUE	(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(a) QUANTITY	(b) UNIT PRICE
ORDERED 1H-5310-000044583-L1 NUT_SELF-LOCKING,HE	EA	0	0	1	47.00
RECEIVED		0	0	0	

(10d) DISCREPANCY CODES  
 C1 - IN A CONDITION OTHER THAN SHOWN ON SUPPLY DOCUMENT OR ON THE SUPPORT INSPECTION/TEST CERTIFIC  
 Q1 - PRODUCT QUALITY DEFICIENCY

11. ACTION CODES  
 1A - DISPOSITION INSTRUCTIONS REQUESTED

12. REMARKS  
 test of FMS PQDR for Navy. resubmit.

13. FUNDING AND ACCOUNTING DATA

**Figure 5.1**

1. A DD Form 1348 may be created for a PQDR or SDR by clicking the [Create 1348](#) link on the left side of the PQDR or SDR webpage (Figure 5.1). If a 1348 was already created it can also be retrieved and edited using the [Create 1348](#) link.
2. After clicking the [Create 1348](#) link, you'll be navigated to the Edit DD1348 Form webpage (figure 5.2). Clicking the Back button will return you to the SDR or PQDR used to get to this screen, identified by the Report Control Number displayed.

**Edit DD1348 FORM**

Record Control Number: -030003  
 Application: SDR

[Back](#)

Record No.	Contract No.	NSN	DOC/REQ NO.	1348 SUFFIX	CREATE	EDIT	RECORD TYPE
- 030003		1H-5310-000044583-L1			<a href="#">Create 1348 for:</a>	-03-0003	No 1348 exists SDR

**Figure 5.2**

3. To create a 1348, click the [Create 1348 for \[report control number\]](#) link. You'll be directed to the DD Form 1348 edit webpage (Figure 5.3).

- Clicking the Auto populate from SDR (or PQDR) data button, will fill in several fields on the 1348 including the Document Number, NSN, Unit of ISSU (UI), Unit Price, and Item Nomenclature.

**DD 1348 FORM**

MODE: Create new 1348      APP: SDR

Click button to autofill from existing SDR      Auto Populate From SDR data

**MILSTRIP DATA**

**KEY :**      - 030003

Document Number (30-44): <input style="width: 80%;" type="text" value="43210001"/>	(M) Suffix : <input style="width: 20%;" type="text" value="B"/>	NSN (8-22): <input style="width: 80%;" type="text" value="5310000044583L1"/>
Doc Indent (1-3): <input style="width: 80%;" type="text"/>	RI From (4-6): <input style="width: 80%;" type="text"/>	
M&S (7): <input style="width: 80%;" type="text"/>	UI (23-24): <input style="width: 80%;" type="text" value="EA"/>	
Supp Addr (45-50): <input style="width: 80%;" type="text"/>	SIG (51): <input style="width: 80%;" type="text"/>	
Fund (52-53): <input style="width: 80%;" type="text"/>	Distribution (54-56): <input style="width: 80%;" type="text"/>	
Project (57-59): <input style="width: 80%;" type="text"/>	Priority (60-61): <input style="width: 80%;" type="text"/>	
Req'd Del Date (62-64): <input style="width: 80%;" type="text"/>	Adv (65-66): <input style="width: 80%;" type="text"/>	
RI (67-69): <input style="width: 80%;" type="text"/>	PUR (70): <input style="width: 80%;" type="text"/>	
CC (71): <input style="width: 80%;" type="text"/>	MGT (72): <input style="width: 80%;" type="text"/>	
MCC (73): <input style="width: 80%;" type="text"/>	Unit Price (74-80): <input style="width: 80%;" type="text" value="47.000"/>	

**1348 DOCUMENT DATA**

(2). Ship From DODAAC: <input style="width: 80%;" type="text"/> <span style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">Auto Fill</span>	(3). Ship To DODAAC: <input style="width: 80%;" type="text"/> <span style="border: 1px solid black; padding: 2px 5px; background-color: #ffff00;">Auto Fill</span>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="null null null"/>

(4) Mark For: <input style="width: 80%;" type="text"/>	(5) DOC Date: <input style="width: 80%;" type="text" value="05/15/2013"/>
(6) NIMFC: <input style="width: 80%;" type="text"/>	(7) FRT Rate: <input style="width: 80%;" type="text"/>
(8) TYP Cargo: <input style="width: 80%;" type="text"/>	(9) PS: <input style="width: 80%;" type="text"/>
(10) Qty Rec'd: <input style="width: 80%;" type="text" value="10"/>	(11) UP: <input style="width: 80%;" type="text"/>
(12) Unit Weight: <input style="width: 80%;" type="text"/>	(13) Unit Cube: <input style="width: 80%;" type="text"/>
(14) UFC: <input style="width: 80%;" type="text"/>	(15) SL: <input style="width: 80%;" type="text"/>

(16) Freight Classification Nomenclature:

(17) Item Nomenclature:

(18) TY Cont: <input style="width: 80%;" type="text"/>	(19) NO Cont: <input style="width: 80%;" type="text"/>
(20) Total Weight: <input style="width: 80%;" type="text"/>	(21) Total Cubed: <input style="width: 80%;" type="text"/>
(22) Received By: <input style="width: 80%;" type="text"/>	(23) Date Received: <input style="width: 80%;" type="text"/>

**ADDITIONAL DATA** (Maximum 200 characters):

Additional shipping info can be placed here.

Location Detail:

Save    Cancel

**Figure 5.3**

- Enter a Ship from DoDAAC and/or Ship to DoDAAC and click the respective Auto Fill button to prepopulate the address associated with that DoDAAC. The addresses are editable if adjustment is required.

6. The only mandatory data required to save the 1348 is the Document Number and Suffix.
7. All other data is optional.
8. Clicking the “Save” button, saves the data you entered and returns you to the edit 1348 Form page (Figure 5.4).
9. Click the Cancel button to exit the screen and return to the previous page without saving data since the last time the Save button was clicked.

Edit DD1348 FORM									
Record Control Number: -120280									
Application: QDR									
<input type="button" value="Back"/>									
Record No.	View	Contract No.	NSN	DOC/REQ NO.	1348 SUFFIX	CREATE	EDIT	RECORD TYPE	
- 120280	<a href="#">View PDF</a>		9999	00000000	A	<a href="#">Add additional 1348 for: -12-0280</a>	<a href="#">Edit existing 1348 (Suffix A)</a>	QDR	
- 120280	<a href="#">View PDF</a>		9999	00000000	C	<a href="#">Add additional 1348 for: -12-0280</a>	<a href="#">Edit existing 1348 (Suffix C)</a>	QDR	
- 120280	<a href="#">View PDF</a>		9999	00000000	B	<a href="#">Add additional 1348 for: -12-0280</a>	<a href="#">Edit existing 1348 (Suffix B)</a>	QDR	

**Figure 5.4**

10. From here you can also get the printable version of the DD Form 1348 by clicking the [view PDF](#) link. The DD Form1348 is then displayed as in Figure 5.5.

DD FORM 1348									
EA 10					47				
24. DOC NUMBER & SUFFIX (30-44)					3. TOTAL PRICE				
43210001					\$470.00				
25. NATIONAL STOCK NUMBER & AID (4-21)					4. N/F				
5310000044583L1					2013-05-15 00:00:00.0				
26. SIC (4-4) SI (23-24) QTY (25-29) COM CODE (71) ESPT (55-54) SP (74-80)					5. DATE ISSUED				
EA 10					2013-05-15				
27. ADDITIONAL DATA					6. INFC				
ADDITIONAL SHIPPING INFO CAN BE PLACED HERE.					00:00:00.0				
					7. FRT RATE				
					8. TYP CARGO				
					9. BS				
					10. QTY				
					11. UP				
					12. UNIT WEIGHT				
					13. UNIT CU				
					14. UPC				
					15. SL				
					16. FREIGHT CLASSIFICATION NOMENCLATURE				
					17. ITEM NOMENCLATURE				
					NUT, SELF-LOCKING, HB				
					18. TT COUNT				
					19. NO COUNT				
					20. TOTAL WT				
					21. TOTAL CU				
					22. RECEIVED BY				
					23. DATE RECEIVED				
					MARK FOR				
					DIMENSIONS				
					ISSUED BY				
					PACKED BY				
					SHIPPED BY				
					CREAP				
					APL				

**Figure 5.5**

11. More than one DD Form 1348 may be created in the event that multiple shipments are needed. Additional DD Form 1348s may be created by clicking the [Add additional 1348 for \[Report Control number\]](#) link. Repeat the steps above to create additional DD Form 1348s.
12. To edit or update an existing DD Form1348, click [the Edit existing 1348](#) link.
13. The [\(print DD 1348 in pdf format\)](#) link is made available (Figure 5.5) for previously created DD Form 1348s.
14. To create the printable version of the DD Form 1348, you can click the [\(print DD 1348 in pdf format\)](#) link (Figure 5.6).

DD 1348 FORM			
MODE: Edit existing 1348		APP: SDR	
Click button to autofill from existing SDR		<input type="button" value="Auto Populate From SDR data"/>	
MILSTRIP DATA			
KEY :	- 030003	<a href="#">(print DD1348 in pdf format)</a>	
Document Number (30-44):	:43210001	(M) Suffix : B	NSN (8-22): 5310000044583L1
Doc Indent (1-3):	<input type="text"/>	RI From (4-6):	<input type="text"/>
M&S (7):	<input type="text"/>	UI (23-24):	EA
Supp Addr (45-50):	<input type="text"/>	SIG (51):	<input type="text"/>
Fund (52-53):	<input type="text"/>	Distribution (54-56):	<input type="text"/>
Project (57-59):	<input type="text"/>	Priority (60-61):	<input type="text"/>
Req'd Del Date (62-64):	<input type="text"/>	Adv (65-66):	<input type="text"/>
RI (67-69):	<input type="text"/>	PUR (70):	<input type="text"/>
CC (71):	<input type="text"/>	MGT (72):	<input type="text"/>
MCC (73):	<input type="text"/>	Unit Price (74-80):	47
1348 DOCUMENT DATA			
(2). Ship From DODAAC:	<input type="text"/>	<input type="button" value="Auto Fill"/>	(3). Ship To DODAAC: <input type="text"/>
<input type="text"/>		<input type="text"/>	

**Figure 5.6**

- Click the Cancel button to exit the screen and return to the previous page (Figure 5.4) without saving data since the last time the Save button was clicked. Click the Back button to return to the SDR or PQDR used to create the DD Form 1348.

## 6 SUMMARY

This concludes the PQDR Exhibit Tracking instructions. If you have any questions the PDREP Customer Support Desk is available to answer them or to assist in data changes or exception processing and can be contacted as follows:

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DSN: 684-1690  
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