Product Data Reporting and Evaluation Program (PDREP)

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

Exhibit and Shipment Tracking

User Guide
July 2018
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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.

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.

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

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. 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

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, hover your mouse pointer over PQDR or SDR link located under the PDREP APPLICATIONS heading shown in Figure 1.1 and additional sub-links will appear, click Search (PQDR or SDR).

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.
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.
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.
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

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

![Figure 3.1](image)

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.
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.
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

1. 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.

2. 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).
3.3 Update Exhibit Receipt on a Shipment Tracking Record

1. To update an existing shipment tracking record, click the Update link shown in Figure 3.3.
2. The Confirmation of Exhibit Receipt webpage then displays see Figure 3.4.

![Confirmation of Exhibit Receipt](image)

Figure 3.4

3. The Confirmation of Exhibit Receipt webpage shows basic instructions at its top on how to use the webpage. The middle section displays the previously entered information by the shipper, and the lower section provides two data entry fields for the recipient or person documenting receipt of the exhibit.

   a. Enter the Receipt Date and any Receipt Related Comments; click the “Update Shipment Tracking” Button.

   b. The shipment tracking record is updated and you’re returned to the Exhibit Tracking page in Figure 3.2 with the addition of the new exhibit tracking record.

   c. To return to the previous page without saving, click the “Cancel” button.
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](image)

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.
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 the any of the UIIs in the list are not present in the DoD IUID Registry, the PDREP-AIS will notify you, and will request you to correct or remove the incorrect UIIs form 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.

Figure 4.4

Figure 4.5
5 Create a DD Form 1348

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.

Figure 5.1

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).

4. 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.
5. 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.

10. From here you can also get the printable version of the DD Form 1348 by clicking the view PDF link. The DD Form 1348 is then displayed as in 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 Form 1348, 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).

15. 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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Commercial: (207) 438-1690
DSN: 684-1690
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