



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

**Product Quality Deficiency Report
(PQDR)**

Exhibit Tracking

**User Guide
01 Aug 2012**

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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) application's Exhibit Tracking (ET) functionalities. The PDREP PQDR 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 policy.

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

REFERENCES:

- a. DoDD 5000.2
- b. DLAR 4155.24
- c. SECNAVINST 4855.3B
- d. SECNAVINST 4855.5A
- e. NAVSO P3683
- f. AR 702-7
- g. 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 (PQDRs).

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

First time PDREP users will need to submit a User Access request form, available on the NSLC home page. Click on [User Access Request Form](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any of the PDREP applications or NSLC Detachment Portsmouth home page should be submitted to:

Online in the PDREP Application

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

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support Desk

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

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

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 LOGGING ON TO PDREP

- a. Access the PDREP application from the NSLC Detachment Portsmouth's Home page: <https://www.pdrep.csd.disa.mil>.
- b. On the left hand column under PDREP ACCESS click on PDREP Logon.

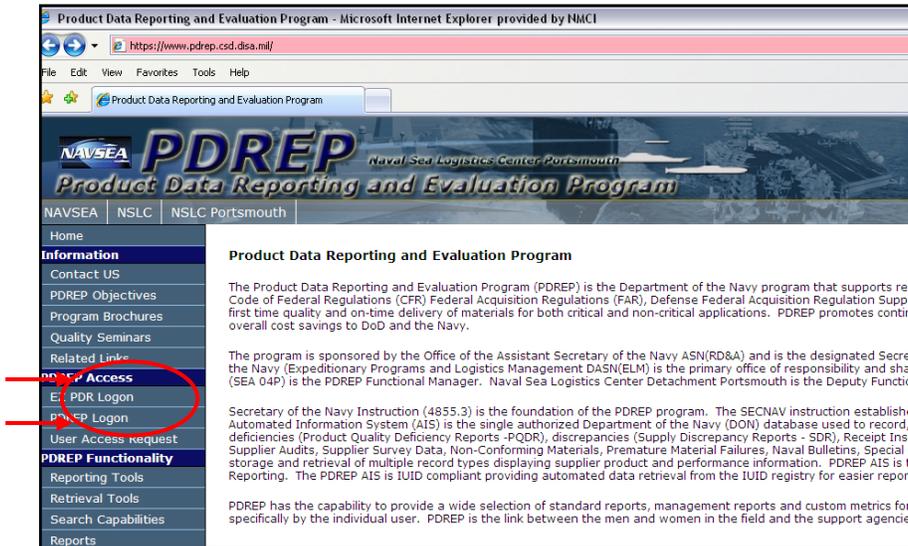


Figure 1.1

- c. The Log-on screen (Figure 1.2) displays.

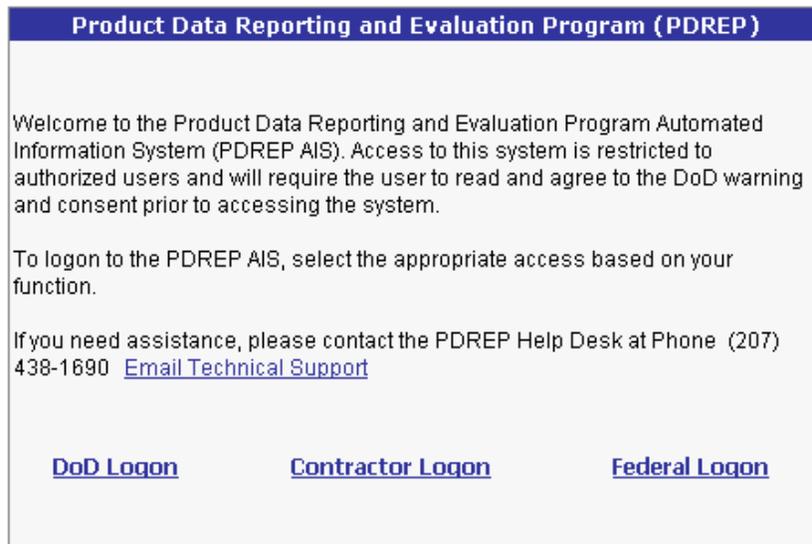


Figure 1.2

- d. DoD personnel possessing Common Access Cards (CAC) should click DoD Logon. The Warning and Consent Banner (Figure 1.3) displays.

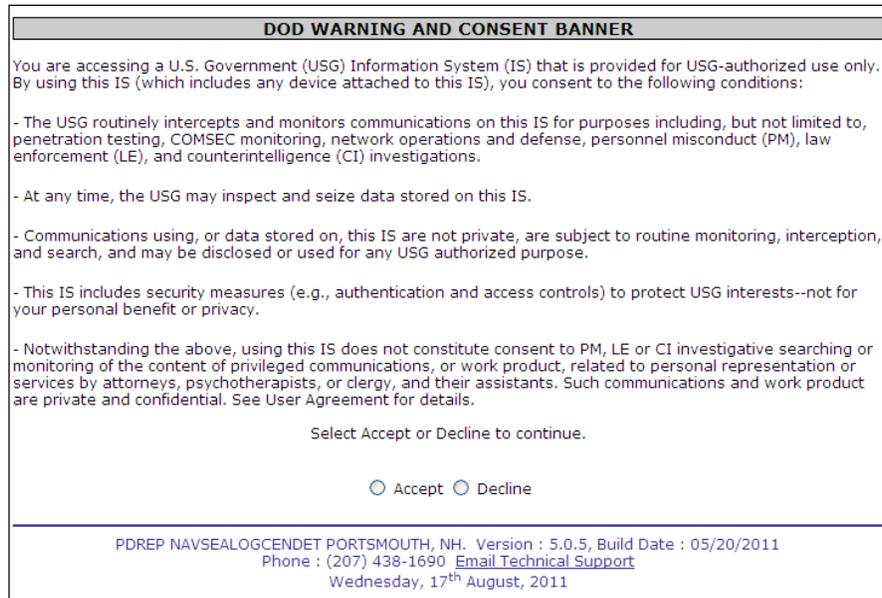


Figure 1.3

- e. Click the Accept button or access will be denied.
- f. The system will then prompt you to verify your identity from your CAC, or other DoD-issued Public Key Infrastructure (PKI) credentials as shown in Figure 1.4



Figure 1.4

- g. If more than one certificate is shown, most users should choose the non e-mail certificate. After selecting the correct certificate, click the OK button to continue logging into the system. If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP Customer Support Desk.

- h. In the PDREP Government Login screen that follows (Figure 1.5), enter your User ID and click the Login button.

PDREP Government Login

Instructions
1. Enter User ID.
2. Click **Login**

User ID:

Login

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Phone : (207) 438-1690 [Email Technical Support](#)

Figure 1.5

- i. After successfully logging in, the PDREP Main Menu (Figure 1.6) will display.

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: TEST PLAN • [logout](#)

Product Data Reporting and Evaluation Program (PDREP)

DEFICIENCY MODULES ? DD-1348 Product Quality Deficiency Report Supply Discrepancy Report	REPORTS ? Ad-Hoc Report NAVSUP 874 Reports NAVSUP Level 1 Reports Special Reports NASA Reports
DATA ENTRY ? Contract Award Data Feedback Material Inspection Record Special Quality Data Survey Test	USER REPORTS ? Contractor Profile DLA Contractor Summary Feedback Status Material Profile MIR L1/SS Quarterly MIR Report PQDR Statistics PQDR Summary SDR Quarterly
DATA LOAD ? Download Batch Update	NSEP PROGRAMS Corrective Action Request Facility Surveillance Inspection Plan QALI/LOD
PDREP SEARCH ? Exhibit Search GIDEP Search PQDR Search SAP Search SDR Search Search UII Search View Records	OTHER PROGRAMS ? Ship CSI Program HEDRS Program Level 1/SubSafe Supplier Audit Program ADMIN (Internal) Site Admin (Internal)

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Monday, 9th April, 2012

Figure 1.6

2 USER PROFILE

Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes and for the correct operation of work lists and other features in PDREP.

- a. To view your User Profile, click on User Profile at the top of the Main Menu page (Figure 1.6) toward the upper left corner to review and update your profile. Figure 2.2 shows the User Profile – View display.

User: TEST PLAN • [logout](#)

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#)

User Profile - View

To update information [Click here](#)



Name: TEST PLAN
Title: TEST
P.O.Box:
Address: 999 SOME STREET

City/State/Zip: SOME CITY MICHIGAN 52888
Country: UNITED STATES
Phone: 555-555-5555
DSN Phone:
Email Address: test@aboutblank.com
Organization Code: 0541
Logo:

Email Distribution List		
Email Address	Name	List Type
IMPORTANTCONTACT@CONTACTME.COM	IMPORTANT CONTACT	0

Point of contact				
Name	Email Address	Activity/Organization	Contact Type	Phone
ONE POINTOFCONTACT	POC@CONTACTME.COM	COMPANY ONE	GOVERNMENT	555-555-5555

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 Tuesday, 24th January, 2012

Figure 2.1

- b. Your contact information will have been entered initially by the PDREP administrator when your access was granted. Your e-mail distribution and point of contact lists are entered by you if needed.
- c. To edit or update any of this information, click on the “Click here” link above your contact information. The User Profile – Edit page will display (Figure 2.3).

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: TEST PLAN • [logout](#)

[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

User Profile - Edit

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter known optional fields
 3. To update User Profile, click **Save**

Changing Profile data will not update previously saved records

(M) First Name: (M) Last Name:

(M) Title:

P.O.Box:

Address:

(M) City:

State/Province: Zip/Postal Code:

Country:

Telephone Number: Ext:

DSN Telephone Number:

(M) Email Address:

Organization Code:

Logo:

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 Friday, 10th February, 2012

Figure 2.2

- d. There are four tabs on the User Profile update page. The first tab contains the most critical User Information. You should ensure that your contact information is accurate, particularly phone and e-mail. Organization Code can be critical to the operation of the Worklist so if your organization uses a consistent set of office codes or team designators then please enter this code here. The Logo selected will appear on any formal PDREP letters that you may generate (not currently used by Originators).
- e. Detailed instructions on maintaining your User Profile are covered in the PDREP User Profiles guide available at the website. Please contact the PDREP Customer Service desk for additional assistance.

3 EXHIBIT TRACKING OVERVIEW

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

Exhibit information can be entered into PDREP at each level of PQDR processing. See the user guide for Originators, Screening Points, Action Points and Support Points for data entry details.

3.1 Viewing Exhibit Tracking Information

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: TEST PLAN • [logout](#)

Product Data Reporting and Evaluation Program (PDREP)

DEFICIENCY MODULES ? DD-1348 Product Quality Deficiency Report Supply Discrepancy Report	REPORTS ? Ad-Hoc Report NAVSUP 874 Reports NAVSUP Level 1 Reports Special Reports NASA Reports
DATA ENTRY ? Contract Award Data Feedback Material Inspection Record Special Quality Data Survey Test	USER REPORTS ? Contractor Profile DLA Contractor Summary Feedback Status Material Profile MIR L1/SS Quarterly MIR Report PQDR Statistics PQDR Summary SDR Quarterly
DATA LOAD ? Download Batch Update	NSEP PROGRAMS Corrective Action Request Facility Surveillance Inspection Plan QAL1/LOD
PDREP SEARCH ? Exhibit Search ← GIDEP Search PQDR Search SAP Search SDR Search Search UII Search View Records	OTHER PROGRAMS ? Ship CSI Program HEDRS Program Level 1/SubSafe Supplier Audit Program ADMIN (Internal) Site Admin (Internal)

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Friday, 13th April, 2012

Figure 3.1

3.1.1 Exhibit Search Function

- a. To access a summary of Exhibit Tracking information related to a PQDR, from the PDREP Main Menu, click the Exhibit Search link located under the PDREP SEARCH heading (Figure 3.1). The Exhibit Search form will display (Figure 3.2).

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: TEST PLAN • [logout](#)

[Exhibit Search](#) | [Search](#) | [View Records](#)

Exhibit Search

Instructions
(M) denotes a mandatory field
 1. Enter **RCN**
 2. Select **Record Type**
 3. Click **Exhibit Search**

(M) RCN:

(M) Record Type: ▼

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Figure 3.2

- b. Enter the RCN of the PQDR you are interested in finding Exhibit Information on in the RCN field and select Record Type of “QDR” form the drop down. The Exhibit Tracking Summary web page will be displayed for the record as in Figure 3.3.

The 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 wither by electronic data feed from external IT systems to various personnel within PDREP.
- 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.

EXHIBIT TRACKING SUMMARY

Basic PQDR Information:

RCN: N45112-09-0206
 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: 151 STATE RD PORTSMOTUH NAVAL SHIPYARD
 Location of Deficient Material (DODAAC/CAGE): N45112
 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: N45112
 Address: NAVAL SEA LOGISTICS CENTER DETACHMENT
 PO BOX 123
 151 STATE RD
 PORTSMOUTH, NH 03804-2058

Support Point Exhibit Request/Return Shipping Address:

Attention: MR. MAX BIGSBY
 DODAAC: N45112
 Address: NAVAL SEA LOGISTICS CENTER DETACHMENT
 PORTSMOUTH, NH 03804-2058

[ADD/EDIT DOD UNIQUE ITEM IDENTIFIERS](#)

[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
N45112090206 (Ex.# 9982)	08/02/2011	N45112	08/03/2011	DD1149	36	FEDERAL EXPRESS	te	test	KCARR	08/28/2011
N45112090206 (Ex.# 10000)	09/01/2010	N00104	09/08/2010	DD1149	ABC-123	UNITED PARCEL SERVICE	02	Test of documenting a Shipment.	KCARR	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	ADRIENNE(BETA) MORGAN ADRIENNE.MORGAN@NAVY.MIL	N45112		THEODORE.HOHMAN@NAVY.MIL	EXHIBIT REQUEST Generated and Sent by AMORG	SENT TO: THEODORE.HOHMAN@NAVY.MIL COPIED TO: ADRIENNE.MORGAN@NAVY.MIL;THEODORE.HOHMAN@NOMAIL.COM;ADRIENNE.MORGAN@NAVY.MIL
06/03/2010 05:57:01	ZARA A SILVERMAN ZARA.SILVERMAN@NAVY.MIL	N45112		ZARA.SILVERMAN@NAVY.MIL	EXHIBIT RECEIPT Generated and Sent by ZSILV	SENT TO: ZARA.SILVERMAN@NAVY.MIL
09/01/2011 06:55:46	KENNETH (BETA) CARR KENNETH.C.CARR@NAVY.MIL	N45112	N00104		EXHIBIT SHIPPED NOTIFICATION KCARR	TEST OF DOCUMENTING A SHIPMENT.
09/01/2011 06:57:08	KENNETH (BETA) CARR KENNETH.C.CARR@NAVY.MIL	N45112			EXHIBIT RECEIPT KCARR	TEST OF DOCUMENTING RECEIPT OF EXHIBIT.
09/01/2011 13:31:32	KENNETH (BETA) CARR KENNETH.C.CARR@NAVY.MIL	N45112		KCARR@NAVY.MIL	EXHIBIT DISPOSITION Generated and Sent by KCARR	SENT TO: KCARR@NAVY.MIL COPIED TO: KENNETH.C.CARR@NAVY.MIL

Figure 3.3

- 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 5 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.

Note:

PDREP does not endorse or recommend any carrier. The examples provided in Figure 3.3 are only for illustration.

- i. **ALL QDR HISTORY:** This link provides access to any material handlers that may not have access to other PQDR web pages in PDREP so they can see the significant events that provide perspective for the current disposition of the exhibit.
 - 1. 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.
 - 2. 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.

3.1.2 PQDR Search Function

- a. Another way to access the Exhibit Tracking Summary, Shipment Tracking, and Unique Item Identifier functionality from the main Menu is by clicking on the PQDR Search link (Figure 3.4).

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: TEST PLAN • [Logout](#)

Product Data Reporting and Evaluation Program (PDREP)

<p>DEFICIENCY MODULES </p> <p>DD-1348 Product Quality Deficiency Report Supply Discrepancy Report</p> <p>DATA ENTRY </p> <p>Contract Award Data Feedback Material Inspection Record Special Quality Data Survey Test</p> <p>DATA LOAD </p> <p>Download Batch Update</p> <p>PDREP SEARCH </p> <p>Exhibit Search GIDEP Search </p> <p>PQDR Search SAP Search SDR Search Search UII Search View Records</p>	<p>REPORTS </p> <p>Ad-Hoc Report NAVSUP 874 Reports NAVSUP Level 1 Reports Special Reports NASA Reports</p> <p>USER REPORTS </p> <p>Contractor Profile DLA Contractor Summary Feedback Status Material Profile MIR L1/SS Quarterly MIR Report PQDR Statistics PQDR Summary SDR Quarterly</p> <p>NSEP PROGRAMS</p> <p>Corrective Action Request Facility Surveillance Inspection Plan QALI/LOD</p> <p>OTHER PROGRAMS </p> <p>Ship CSI Program HEDRS Program Level 1/SubSafe Supplier Audit Program ADMIN (Internal) Site Admin (Internal)</p>
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 Friday, 13th April, 2012

Figure 3.4

- b. After clicking the PQDR Search link, you'll be directed to the PQDR Search webpage as shown in Figure 3.5. Enter a PQDR RCN and click the "Search" button.

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: TEST PLAN • [Logout](#)

PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	PQDR Analysis Tool
-------------------------------	---------------------------------	-----------------------------	----------------------------	------------------------------------

RCN Search	Advanced QDR Search	CDCS Search	DCMA Search	NIIN/Contract Search	Audit Search
DCMA Exhibit/Suspense Search	End Item Search	MIR PQDR Search	DFAS Search	Requisition Search	

PQDR - RCN Search

Instructions

(M) denotes a mandatory field

1. Enter at least the first 8 characters of your search

(M) RCN Number/Requisition Number:

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Figure 3.5

- c. If the RCN is found the PQDR 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 page. See Figure 3.6.

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [logout](#)

PQDR Worklist Create New PQDR PQDR Search PODR Clone PQDR Analysis Tool	
PQDR RCN : TPLANO-00-0000	
PRODUCT QUALITY DEFICIENCY REPORT (PQDR)	
CHOOSE LEVEL Originator Screening Point Action Point Support Point	REPORT CONTROL NUMBER (RCN) TPLANO-00-0000 DATE 12/08/1998
QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View 1227 (HTML) View 1227 (PDF) View Exhibit Tag View Points of Contact History	1a. FROM (Original Office Mailing Address - include DoDAAC) TPLANO TEST PLAN 0541 123 ANY STREET PORTSMOUTH, NH 03801 2a. TO (PQDR Screening Point) TPLANO TEST PLAN 0541 123 ANY STREET PORTSMOUTH, NH 03801
ATTACHMENTS View/Upload Files (0)	1b. ORIGINATOR NAME, TELEPHONE NUMBER & E-MAIL ADDRESS TEST PLAN 555-555-5555 TEST@ABOUTBLANK.COM 2b. SCREENING POINT NAME, TELEPHONE NUMBER & E-MAIL ADDRESS TEST PLAN 555-555-5555 TEST@ABOUTBLANK.COM
EXHIBIT TRACKING Exhibit Tracking	3. DESCRIPTION OF DEFICIENCY (Describe in detail what is wrong, circumstances prior to the difficulty, probable cause, any action taken, and recommendations. Attach copy of supporting documents. Continue on separate sheet if necessary. Ensure that the description answers the questions listed in the instructions on the back of this form.)
USE INFORMATION User Information	4. DATE DEFICIENCY WAS DISCOVERED 12/08/1998
5. DEFICIENT ITEM NATIONAL STOCK NUMBER (NSN) EE-4444-44444444-E4	6. DEFICIENT ITEM NOMENCLATURE TINY WIDGET
8. DEFICIENT ITEM PART NUMBER 33DDD	9a. MANUFACTURER'S CAGE CODE 33DDD 9b. MANUFACTURER /CITY /STATE SUPER SECRET STUFF SUPER SECRET AVE CANTSAY, NJ 07703-1019 US
10. QUANTITY a. RECEIVED: 800 b. INSPECTED: 750 c. DEFICIENT: 750 d. IN STOCK: 10	11. SERIAL, LOT, OR BATCH NUMBER NEW 12a. ITEM NEW 12b. DATE MANUFACTURED, REPAIRED, OR OVERHAULED 12c. LAST REPAIR FACILITY CAGE /DODAAC REPAIR DEPOT /CITY /STATE
13a. CONTRACT NUMBER Not Provided/Unknown	13b. REQUISITION/DOCUMENT NUMBER E4444441114444
14. GOVERNMENT FURNISHED MATERIAL NO	15a. ITEM UNDER WARRANTY NO 15b. WARRANTY EXPIRATION DATE 15c. PART NUMBER 15d. SERIAL NUMBER
17. NEXT HIGHER ASSEMBLY a. NSN 18. END ITEM a. NSN	16. END ITEM EIC/WUC/TAMCN 16. END ITEM EIC/WUC/TAMCN
19. CURRENT DISPOSITION OF DEFICIENT ITEM (the Exhibit) HOLDING EXHIBIT 20. LOCATION OF DEFICIENT MATERIAL (e.g. Base, Camp, Station) 21. ACTION REQUESTED Standard Form 368 (Rev. 5-2011)	

PRODUCT QUALITY DEFICIENCY REPORT SUPPLEMENT SHEET

Figure 3.6

- d. Clicking the Exhibit Tracking link connects you the Exhibit Tracking Summary (Figure 3.3).
- e. If your access privileges permit, you may be able to enter the PQDR and make updates to exhibit information and other PQDR data. Updates to the PQDR itself are covered in other user guides provided by PDREP for each level of access. Those guides are available on the NSLC Detachment Portsmouth Home Page identified in the Forward of this guide.
- f. To return to the previous page that brought you to the display in Figure 3.3 click the “Cancel” button.
- g. To quickly print the display in Figure 3.3 click the “Print” button.

4 SOURCES OF EXHIBIT TRACKING INFORMATION

Originators currently can access and edit the following data fields displayed on the Exhibit Tracking Summary from their Originator level web pages.

- a. Originator's Location/Return Shipping Address
- b. Material Return Address
- c. Location of Deficient Material DoDAAC/CAGE
- d. Location of Exhibit Narrative

Screening Points can access and edit the following data field displayed on the Exhibit Tracking Summary from their Screening Point level web pages.

- a. Exhibit Required Ship Date

Action Points can access and edit the following data fields displayed on the Exhibit Tracking Summary from their Action point level web pages.

- a. Exhibit Required Ship Date
- b. NAVSUP Disposition Code
- c. NAVSUP Material Disposition
- d. DLA Disposition Code (editable only by DLA personnel)
- e. DLA Disposition Narrative (editable only by DLA personnel)
- f. Action Point Request/Return Shipping Address
- g. Mark For
- h. DoDAAC
- i. Address

Support Points can access the following data fields displayed on the Exhibit Tracking Summary from their Support Point level web pages:

- a. Support Point Exhibit Request/Return Shipping Address
 - 1. Attention
 - 2. DoDAAC
 - 3. Address
- b. Exhibit Status

- c. Exhibit Required Ship Date
- d. Exhibit Request Date
- e. Exhibit Shipped Date
- f. Exhibit Received Date
- g. Exhibit Promised Date
- h. Exhibit Tendered Date
- i. Exhibit Returned Date
- j. Received Exhibit Disposition Instruction Date
- k. Exhibit Disposition Date
- l. Exhibit Condition
- m. Exhibit Disposition
- n. Exhibit Replace Serial Number
- o. Exhibit Shipping Document Code
- p. Exhibit Shipment Number
- q. Exhibit Carrier

Action Points and Support Points also have access to create letters from the respective web pages. 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

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
- h. Each level of PQDR processing may also send messages related to Exhibits that appear in the PQDR history. These messages can also update exhibit data shown on the Exhibit Tracking Summary in Figure 3.3.

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.

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 navy Electronic retrograde Management System (eRMS).

5 SHIPMENT TRACKING

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.

5.1 Viewing Shipment Tracking

- a. The add or edit shipment tracking functionality is accessed by clicking the ADD/UPDATE SHIPMENT TRACKING link towards the bottom of the Exhibit Tracking page (Figure 3.3). Clicking this link brings you to the Exhibit Tracking form (Figure 5.1).

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RCIN: TPLAN0-00-0000 NSN: EE44444444444444E4
Location of PQDR: SUPPORT POINT FROM ACTION POINT

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

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) Shipped To (DoDAAC/CAGE):

Fund Code:

(M) Document Code:

(M) Carrier:

Shipping No.:

Shipping Comments:
(Max 200 characters)

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Friday, 13th April, 2012

Figure 5.1

- b. There are basic instructions at the top of the page explaining how to utilize the page. The middle section provides data entry fields used to populate new shipment records.
- c. Clicking the Add Shipment Tracking button with the mandatory data fields above it filled in creates a new shipment tracking record.
- d. The Cancel button returns the user to the previous webpage (Figure 3.3).

- e. At the bottom of the page in Fig 5.3, if any shipment tracking records already exist they are displayed.
1. Record/Exhibit No. – This is a unique tracking number assigned within PDREP.
 2. Requested Date – The date a request for a shipment was made.
 3. Shipped To – The DoDAAC of the location where an exhibit is to be shipped.
 4. Doc Code – describes the shipping document form type used for shipping.
 5. Shipping No. – The carrier’s Shipping Number provided to the shipper for tracking.

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) Shipped To (DoDAAC/CAGE):

Fund Code:

(M) Document Code:

(M) Carrier:

Shipping No.:

Shipping Comments:
(Max 200 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
N45112090206 (Ex.# 9982)	08/02/2011	N45112	08/03/2011	DD1149	36	FEDERAL EXPRESS	te	test	KCARR	08/28/2011	Update	<input type="button" value="Delete"/>
N45112090206 (Ex.# 10000)	09/01/2010	N00104	09/08/2010	DD1149	ABC-123	UNITED PARCEL SERVICE	02	Test of documenting a Shipment.	KCARR	09/15/2010	Update	<input type="button" value="Delete"/>

Figure 5.2

6. 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.

Note:

PDREP does not endorse or recommend any carrier. The examples provided in Figure 5.2 are only for illustration.

7. Fund Code - The code for the shipment.

8. Comments - Text field provided for shipper comments related to the shipment.
9. Received By - When receipt of a shipment is documented, PDREP displays the User ID of the person documenting receipt.
10. Received Date - The date the exhibit was received.
11. Update Received Information - To update a shipment tracking record, click the Update link. The update shipment tracking page will display as in Figure 5.2.
12. Delete - If you created a shipment tracking record, you may remove it.

5.2 ADD A NEW SHIPMENT TRACKING RECORD

- a. To create a new shipment tracking record, enter data in each of the data entry fields provided in Figure 5.3 and click the Add Shipment Tracking button.
- b. The shipment tracking is then saved and it now appears as additional shipment tracking record in the list below the Add Shipment Tracking button (Figure 5.4).

(M) Requested Date:  

(M) Shipped Date:  

(M) Shipped To (DoDAAC/CAGE):

Fund Code:

(M) Document Code: 

(M) Carrier: 

Shipping No.:

Shipping Comments:
(Max 200 characters)

This is a sample
of entering a new
shipment for
tracing.

Figure 5.3

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
N45112090206 (Ex.# 9982)	08/02/2011	N45112	08/03/2011	DD1149	36	FEDERAL EXPRESS	te	test	KCARR	08/28/2011	Update	Delete
N45112090206 (Ex.# 10000)	09/01/2010	N00104	09/08/2010	DD1149	ABC-123	UNITED PARCEL SERVICE	02	Test of documenting a Shipment.	KCARR	09/15/2010	Update	Delete
N45112090206 (Ex.# 10020)	09/01/2011	N45112	09/02/2011	DD1149	QWERTY12345	UNITED STATES POSTAL SERVICE	02	This is a sample of entering a new shipment for tracing.			Update	Delete

Figure 5.4

5.3 UPDATE A SHIPMENT TRACKING RECORD

- a. To update an existing shipment tracking record, click the Update link shown in Figure 5.4. The Confirmation of Exhibit Receipt displays (Figure 5.5).

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RCN: TPLAN0-11-7337 NSN: 9B2530009732355
 Location of PQDR: ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Confirmation of Exhibit Receipt

Instructions
 (M) denotes a mandatory field
 1. Enter the required information
 2. Click **Update Shipment Tracking** to add the information to PDREP
 3. Click **Back** to return to Shipment Tracking Page

Application Module: QDR
 Key Info: TPLAN0117337 - 10100
 Request Date: 04/13/2012
 Shipped Date: 04/13/2012
 Shipped to: TPLAN0
 Document Code: OTHER
 Carrier: UNITED STATES POSTAL SERVICE

Shipment Number:
 Sender Comment: A shipping comment
 (M) Receipt Date:

Enter receipt related comments (if any) (Max 200 characters):

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 Friday, 13th April, 2012

Figure 5.5

- b. The Confirmation of Exhibit Receipt page shows basic instructions at its top on how to use the page. 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.
- c. Enter the Receipt Date and any Receipt Related Comments; click the “Update Shipment Tracking” Button.
- d. The shipment tracking record is updated and you’re returned to the Exhibit Tracking page in Figure 5.2 with the addition of the new exhibit tracking record.
- e. To return to the previous page without saving, click the “Cancel” button.

6 UPDATING THE UNIQUE ITEM IDENTIFIER

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 QDR and that other similar markings or barcodes cannot be entered.

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.

6.1 Viewing the Unique Item Identifier

- a. To add or edit a Unique Item Identifier, click the ADD/EDIT DOD UNIQUE ITEM IDENTIFIER link towards the bottom of the Exhibit Tracking page (Figure 3.3). Clicking this link brings you to the Lookup IUID form (Figure 6.1).

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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

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Monday, 16th April, 2012

Figure 6.1

- b. At the top of the page there are basic instructions for using the webpage.
- c. 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.
- d. 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.

- e. 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 6.2.

Figure 6.2

- f. To View information from the DoD UIID 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 UIID Registry information retrieved is displayed as in Figure 6.3.

Figure 6.3

- g. 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.
- h. 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 6.4).

- i. 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.

Record Type	Key Info	Contract Activity	Contract Serial Number
MIR	N451128000001	N00104	07CDA48
QDR	N45112080720		

Figure 6.4

- j. If 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 from the list.

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

- D1633163A158097P18333557

Figure 6.5

- k. 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.
- l. To return to the previous webpage without saving any changes, click the "Cancel" button in Figure 6.4.

7 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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