Product Data Reporting and Evaluation Program (PDREP)
Automated Information System (AIS)

Prime Contractor Module

User Guide
15 Sep 2018
# Table of Contents

FOREWORD 1

INTRODUCTION 2

1 ACCESSING THE PDREP-AIS 3

2 PRIME CONTRACTOR MAIN MENU OPTIONS 3

3 CORRECTIVE ACTION REQUESTS (CAR) 5

4 CONTRACTOR PROFILE 9

5 SUPPLY DESCREPANCY REPORTS 11

6 PRODUCT QUALITY DEFICIENCY REPORTS 13

7 PQDR WORKLIST FOR CONTRACTOR 14

8 PQDR WORKLIST FOR ORIGINATOR 17

9 CREATE NEW PQDR 18

10 PQDR/SEARCH REPORTS 19

11 SUPPLIER AUDIT PROGRAM 19

12 MATERIAL INSPECTION RECORD 21

13 SUMMARY 22

*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 the Product Data Reporting and Evaluation Program (PDREP) Automated Information Systems (AIS) Contractor Access functionalities only. The PDREP-AIS Prime Contractor access is designed to allow, suppliers of material to the USG, limited access to data concerning only their company; submission and replies to Product Quality Discrepancy Reports (PQDR), Supply Discrepancy Reports, Respond to Corrective Action Requests (CAR), and report Supplier Audits and material inspection results. Proper use of the PDREP-AIS application facilitates PDREP-AIS user's ability to report and find data used to monitor the supply chain and supplier behavior, and maintain or improve material quality through the use of objective data.

All DoD employees (military and civilian) and non-DOD Contractors (private industry partners) are required to use a valid DoD PKI Certificate to access the USG information systems in accordance with DOD Instruction 8520.02
INTRODUCTION

This document is intended to guide the non-USG employees that are USG Prime Contractor’s not in direct support of the USG (and not issued a CAC or PIV by the USG) in the use of the PDREP-AIS when their company participates in Product Quality Deficiency Report (PQDR) process, Supply Discrepancy Reports (SDR) process, responding USG Corrective Action Requests (CAR), and reporting Supplier Audits and material Technical Receipt Inspections. These persons must work for the company with a current and active USG Contract and be approved by a USG Sponsor.

Former or prospective suppliers to the USG may request access to the PDREP-AIS for the purpose of reviewing their companies past performance information. These persons must know their Contract and Government Entity (CAGE) code and also know their Marketing Partner Identification Number (MPIN) and Dunn and Bradstreet (DUNS) identifier.

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

Requests for changes or improvement and any questions about the PDREP-AIS can be sent 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 Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
1 Accessing the PDREP-AIS

1. To request access to the PDREP-AIS, go to the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/.

2. Click the User Access Request Link on the left side of the PDREP Home Page. Here, you will find information about Prime Contractor Access.

3. Note that, if you already have a PDREP account, and your CAC card is registered, you’ll be taken directly to the PDREP-AIS Main Menu. You may not register for a second account.

4. If you already have an account, click the PDREP Login on the left side of the PDREP Home Page, you’ll be taken directly to the PDREP-AIS Prime Contractor Main Menu.

2 Prime Contractor Main Menu Options

1. The Product Data Reporting and Evaluation Program (PDREP) – Contractor Menu webpage displays (Figure 2.1).

   ![Figure 2.1](image)

2. The following functions are available to the contractor:
   
   a. Contractor Profile: This is a search tool that allows the contractor to run a report that summarizes their past performance information contained in the PDREP-AIS.
   
   b. Corrective Action Requests (CAR): This allows the contractor to reply a CAR submitted to them by a USG activity.
   
   c. Product Quality Deficiency Reports (PQDR): This allows the contractor to function as an originator of a PQDR, or to provide additional information concerning product quality deficiencies when requested to by a support point.

   ![Figure 2.1a](image)
d. Supply Discrepancy Reports (SDR): This allows the contractor to function as an originator or action point to investigate and resolve supply discrepancies related to issues with packaging and/or shipping.

![Figure 2.1b]

Figure 2.1b

e. Supplier Audit Program (SAP): If a USG prime contractor participates in the PDREP Prime Contractor Partnership Program and is a member of the shared supplier audit group, this feature allows contractors to submit its audits of suppliers and also to review previously recorded supplier audits conducted by the USG or other PCP participants. The Prime Contractor can only view another’s contractors’ data when the company has provided expressed, written, permission to PDREP for another company to view its data.

![Figure 2.1c]

Figure 2.1c

f. Material Inspection Reports (MIR): Prime contractors may view any technical receipt inspection records in the PDREP-AIS when an inspection record identifies any of their company’s CAGE’s and are listed in their user profile.
3 Corrective Action Requests (CAR)

1. The following functions are available to the contractor within the CAR module:
   a. Review or process CARs for any CAGE assigned to your user profile.
   b. Select the CAGE Code drop down to select the CAGE to review or process CARS.
   c. Select a status type, See Figure 3.2, to search for.

2. Click on the Search button to view CARs meeting the criteria specified in the CAGE Code and Status fields.

3. The results of the search will appear, reference Figure 3.3.
4. The results of the search will appear, reference Figure 3.3.
5. Select the click Here link to download the results to a spreadsheet.

![Corrective Action Request - View](image)

6. Clicking the link under the CAR Serial# heading display a view of the CAR, reference Figure 3.4.
7. Click the Print button to print the view.
8. Click the Back button to go back to the previous page you were viewing.
9. On the Corrective Action Request Worklist, clicking the Input CAR Response link under the Respond to QAR Heading permits a Prime Contractor to respond to a CAR submitted to the company.
10. To respond to the CAR, the Prime Contractor may enter comment in Block “2. Extent of non-conformance of work in-progress and shipped product:”

11. If the company’s actions are completed, select YES in the Completed action for this CAR drop down, else may be left blank or set to NO.

12. Enter the expected or actual completion date in the (M) Expected Completion date block.

13. If not ready to send the response and the Prime Contractor wants to save what was recently typed on the web page and continue to update the CAR click Save Draft the button. A draft is saved and the record can again be accessed later through the CAR Worklist.

14. Clicking the Save and Exit button, performs similar to the Save Draft button after saving returns the user to the CAR Worklist.

15. Clicking the Cancel button, save no data since the last save action and returns the sure to the CAR Worklist.
16. Click the Forward to DCMA button, save the CAR data entered on the web page and the record can no longer be updated by the Prime Contractor. The record is now sent to the DCMA Point of Contact for review.

17. To add attachments prior to sending to DCMA, click the Add Attachments button.

![UPLOAD ATTACHMENTS](image)

- **Application Module**: CAR
- **Key Info**: CPARS-2017-12

**Instructions**
1. The listing displays attachments for the existing KeyInfo.
2. **Click Add Attachment** to add new attachments.
3. **Click Edit** to update File/Description, Comments.
4. **Click Delete** to delete the attachment.
5. **Click Back** to return to previous screen.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Comments</th>
<th>Added Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPARS_2017_12.pdf</td>
<td>Corrective Action Request : LEVEL II</td>
<td>Corrective Action Request : LEVEL II</td>
<td>03/13/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 3.6**

18. To add a new attachment, click the Add New Attachment button and follow the prompts to locate the file on your computer to upload.

19. To view existing attachments, click the link under the File Name header. Your file will automatically open.

20. Click the Back button to return to the previous webpage.

21. Back on the CAR Worklist, click the Send link provides a correspondence page to end an email to the DCMA Point of Contact the created the CAR for the Prime Contractor. Reference Figure 3.7.

22. To CC personnel, enter an email address in the CC Email block.

23. Enter a message in the message block for the recipient.

24. Click the Send button to send the correspondence.

25. To abort and not send an email, click the Cancel button.
4 CONTRACTOR PROFILE

1. Click on the link for Contractor Profile on the Contractor Menu and Figure 4.1 will display.

2. Click Run Report button and a display similar to the one in Figure 4.2 will appear containing records from the PQDR-AIS and your companies PPIRS ratings. Refer to the Contractor Profile user guide for a detailed explanation of the Contractor Profile.

3. Check the ‘Narratives’ box to include additional narratives on the resulting Contractor Profile Report.
4. Change the end date and radial selector to change the date range of the report. The default is today’s date and going back three years.

5. Included in the report results is a list of data points contained in the PDREP-AIS. Please note that all some or none of this data may appear based on whether there are any reports to be displayed for the time frame and company selected. See figure 3.2 for an expert of what a sample report might look like.
   a. DCMA Facility Oversight/Surveillance Plan info
   b. Corrective Action Reports
   c. Material inspection Reports
   d. Product Quality Deficiency Reports
   e. Supply Discrepancy Reports
   f. PPIRS-SR NG and PPIRS-RC data

---

**Contractor Profile**

PRODUCT DATA REPORTING AND EVALUATION PROGRAM
CONTRACTOR PROFILE
RUN 10-APR-17

FOR PERIOD: 10-APR-14 TO 10-APR-17

NAME:

CASE CODE: CEPAR

ADDRESS:

ENTITY:

DUNS: 000000000

PHONE:

SYSCOM: ALL

CEO’S NAME:

DOD/LSC:

GENERIC FSC: ALL

FSC CODE: ALL

*******************************************************************************

SURVEILLANCE PLAN

------------------

SURVEILLANCE PLAN INFO

Surveillance Plan Number: CPARS-201401

Frequent: Y

QUALITY ASSURANCE REPRESENTATIVE (QAR)

---

**Figure 4.2**
5 SUPPLY DESCREPANCY REPORTS

1. Click on the link for Supply Discrepancy Reports on the Contractor Menu and the webpage shown below will display:

   ![Figure 5.1](image-url)

   **Figure 5.1**

2. To create a brand new SDR, click the Create New button and the SDR Originator Page will display. Please refer to the SDR User Guide for detailed instructions on filling out the originators web page.

3. The CAGE Code automatically loads with your CAGE code.

4. Select the type of Worklist to view from the ‘Show Worklist for’ drop down selections:
   a. Reporting - Records where your CAGE or DoDAAC was used to report the SDR.
   b. Originator - Records where your CAGE or DoDAAC was used to create the SDR.
   c. Action - Records where your CAGE or DoDAAC is assigned as the Action Point.

5. Select a Status for the searched records you’re interested in from the Status drop down selections provided:
   a. All Open SDRs – Lists all open SDRs.
   b. Originator Unreleased - Lists all draft SDRs.
   c. Originator Review - Lists all SDRs that were replied to by another action point and are ready for your review and possible closure.
   d. Reply to Originator – Lists SDRs that you have not yet provided a reply to the originator.
   e. Replied - Lists SDRs that you’ve reply to as an action point.
   f. Active – Lists open SDRs that you’ve replied to, or may need to reply to.
   g. Once the criteria are set above, click Search to locate existing records and the Worklist will display below the Search Button.
h. To review specific SDR click the link under the Report No. heading, and you be navigated to the SDR. To update data or complete the action point investigation, click the Action Point link under the CHOOSE LEVEL heading. See Figure 5.2. Please refer to the SDR User Guide for detailed instructions on filling out the action point web page.

i. To update or complete submission of a draft (unreleased) SDR, click the Originator link under the CHOOSE LEVEL heading. See Figure 5.2. Please refer to the SDR User Guide for detailed instructions on filling out the originators web page. For details on the use of links on the SDR in Figure 5.2

j. Please refer to the SDR User Guide for detailed instructions on filling out the originators web page.

Figure 5.2
6 PRODUCT QUALITY DEFICIENCY REPORTS

1. Click on the link for “Product Quality Deficiency Reports” on the Prime Contractor Menu and the webpage shown below will display:

![PQDR Worklist](image)

Figure 6.1

2. To create a brand new PQDR, click the Create New button and the PQDR Originator Page will display. Please refer to the PQDR Originator User Guide for detailed instructions on filling out the PQDR.

3. Show Worklist for: This will default to “Contractor”.
   a. Contractor Worklist- will return PQDRs where the CAGE code for the contractor currently logged in appears in block 7b of the SF-368. If the subject contractor has subsidiary CAGE codes defined in SAM then entering ALL in the “CAGE Code” field will return records for the contractor and all defined subsidiaries.
   b. Originator Worklist- will return PQDRs where the Originator in block 1a of the SF-368 is the contractor or a defined subsidiary as discussed above. These would be PQDRs submitted by the contractor for items of Government Furnished Material that were found deficient.

4. CAGE Code and Assigned DoDAAC: The work list can be searched by any CAGE or DoDAAC assigned to the user profile. Those CAGEs and DODAACs will appear in the drop down block, and be selectable.

5. Status: This will default to “Action Required”. This selection when used at the Contractor level will return PQDRs for which investigation results have not yet been finalized by the government investigator at the Action or Support Point level and the “Vendor CAGE” is entered in block 9, a “GOVT Investigator” on the PQDRs POC list, a “KTR Investigator “matching the Vendor CAGE is entered on the PQDR POC list, and the DCMA support point has entered sent the “Notice of Defect” was sent the contractor.
6. “Action Required” at the Originator level will return PQDRs that have been initiated by the contractor but not yet released to a government Screening Point for review, validation and investigation. Other available statuses include:

   a. ALL: Returns all PQDRs assigned to or originated by the designated contractor for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.

   b. OPEN: Returns all PQDRs assigned to or originated by the designated contractor for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point.

   c. CLOSED: Returns all PQDRs previously assigned to or originated by the designated contractor for investigation but where the PQDR has been closed by the Screening Point.

7. Click the “Search” button to display or refresh the Worklist.

7 PQDR Worklist for Contractor

1. A sample of the output for the Worklist at the Contractor level appears below:

   ![PQDR Worklist](image)

   **Figure 7.1**

2. RCN: The Report Control Number (RCN) for any PQDR that meets the Worklist criteria will appear here. Clicking on the RCN will open a separate window where the SF-368 will display.

3. CAGE: The CAGE code recorded in block 7b of the SF-368 will appear here.

4. Contract Number/Requisition Number: Any contract or requisition numbers recorded in block 10 of the SF-368 will appear here.

5. NSN: The National Stock Number of the deficient item will appear here.


7. Input 1227: This column will appear only on the “Action Required” view of the Worklist. If the PQDR is available to the contractor for action, then the contractor can enter information into the fields on the 1227 Investigation Report form where contractor responses are documented. The fields available to the contractor are:
a. Blocks 12a-c, documenting the root cause and party responsible for the deficiency
b. Blocks 13a-b, documenting corrective and preventive action taken by the contractor
c. Block 15, evaluating the impact of the deficiency on current production
d. Block 16, documenting the contractor’s position with regard to repair or replacement and disposition of the deficient item or exhibit.

NOTE: These are PROPOSED investigation by the prime contractor results which may be entered by the contractor but are subject to review and editing by the government investigator before the investigation can be considered closed. Detailed instructions that address the contents of each block on the 1227 form may be found on the PDREP-AIS web site.

8. Click the “Input 1227” link and the page shown below will display:

![Image of 1227 form](Figure 7.2)

9. Click the Cancel button to exit the form or Save to save any changes. The application will redirect back to the Worklist.

15
10. Additional actions available from the Worklist page include:

a. Return PQDR to Government Investigator: This column will appear only on the “Action Required” view of the Worklist. Click the “Send” link in this column to inform the government investigator that you have completed your input to the investigation results. This will open the Contractor – Send Message form. Add a message and click Send to complete the notification or click the Cancel button to return to the Worklist.

b. Send Message to: This link will allow you to generate an e-mail message (e.g. a status update or request for information) within the PDREP system that will be sent directly to the government investigator. The title of the link will indicate whether the investigator is an Action Point or a Support Point. If a PQDR was not forwarded for investigation then it may appear on the OPEN, CLOSED or ALL versions of the Worklist with no link in this column.

c. POC: Click the “View POC” link in this column to view a list of the government points of contact for the PQDR in question. This will include the Originator who reported the deficiency, the Screening Point who reviewed the PQDR and forwarded it for investigation, the Action Point responsible for the investigation and any Support Point (DCMA or overhaul facility) participating in support of the Action Point investigation. Click Cancel to return to the Worklist.

d. Add/View Attachments: Documents and images may be uploaded to PDREP to support the PQDR investigation. This link allows the contractor to view currently uploaded attachments and to add new ones. Click this link to see any files that have been attached to the PQDR to date. To attach new files, click the “View/Upload Files” link and then click “Add Attachments” and follow the instructions on the page. The maximum file size for any single attachment is 25 megabytes.
8 PQDR WORKLIST FOR ORIGINATOR

1. A sample of the Worklist output at the Originator level appears below:

![PQDR Worklist](image)

**Figure 8.1**

2. The columns and actions available here differ only slightly from the Contractor Worklist. The “Action Required” version of the Originator Worklist will include only PQDRs not yet forwarded to a government Screening Point for review and investigation. Two things distinguish this version of the work list:

   a. Complete: This column appears only on the Originator’s “Action Required” Worklist. Click the “Complete PQDR” link in this column and the page containing Originator blocks 1 through 23 will display so that the Originator can update or complete the entry of the PQDR and forward it to a Screening Point. See the discussion of creating new PQDRs later in this document for detailed information on this function.

   b. Send Message to: This column will always be blank on the Originator’s “Action Required” Worklist as no investigators can be assigned prior to the forwarding of the PQDR to the Screening Point.
9 Create New PQDR

1. To create and submit a new PQDR click the “Create New PQDR” from the fly of the Product Quality Deficiency Reports and you’ll navigate to the screen below:

![Create New PQDR](image)

**Figure 9.1**

2. Enter all the mandatory data on the Create New PQDR form and when complete, click the Create New PQDR button. You’ll be navigated then to the SF 368 PQDR form. Refer to the PQDR Originators user guide for further instructions related to PQDR processing.

![Create New PQDR](image)

**Figure 9.2**
10 PQDR/Search Reports

1. To search PQDRs click the “PQDR/Search Reports” from the fly of the Product Quality Deficiency Reports and you’ll navigate to the search screens

2. Prime Contractors can perform a RCN Search and NIIN/Contract Searches for their CAGES or DODAACS Assigned to their profiles.

![Figure 10.1](image1.png)

![Figure 10.2](image2.png)

11 SUPPLIER AUDIT PROGRAM

1. Click on the link for Input tab on the Contractor Menu and the webpage shown in Figure 11.1 will display.

2. Your company CAGE is automatically filled in click the ‘Search’ button and your company’s supplier audits will be displayed below the button.

![Figure 11.1](image3.png)
3. Click the link below the ‘Audit Id’ column of the results and you’ll be directed to a read-only display of the audit. See Figure 11.2.

![Figure 11.2](image)

4. Click on the link for Audit Report tab on the Contractor Menu and the webpage shown in Figure 11.3 will display.
   a. To Run a Report, the user must enter a CAGE or DODAAC and click the Run Report button.
   b. To receive a return of matching results the Prime Contractor user must also have the CAGE listed in their profile authorizing a view of the data or matching DoDAAC listed in the user profile showing that their company entered the data if there is NOT a CAGE match with their profile.
12 Material Inspection Record

1. Clicking the Prime Contractor Main Menu’s Material Inspection Record enables a search of inspection records for the user assigned CAGES and DoDAACs in their user profile.

2. After complaint a search the results appear below the search criteria area.

3. Clicking the link provides a view of the inspection record.
This concludes the instructions for the Prime Contractor Module of the PDREP-AIS. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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