Product Data Reporting and Evaluation Program (PDREP)
Automated Information System (AIS)
Supplier Audit Program (SAP) Application

User Guide
01 June 2019
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FORWARD

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

NAVSEA 06P maintains the Supplier Audit Program Instruction (NAVSEA 4855.38 – Supplier Audit Program) that implements the SAP application. The SAP application uses this instruction as a basis for its functionality.

Please address questions for, or recommended changes to the Supplier Audit Instruction to:

SEA 06P – Supplier Audit Program
Building 197 4w2140
1333 Isaac Hull Ave, SE
Washington Navy Yard, Washington DC 20376
Phone: (202) 781-3832
INTRODUCTION

This document is intended to guide users in the use of the PDREP-SAP application. SAP is used to document the results of audits performed in accordance with the Supplier Audit Program Instruction.

The SAP application is accessible via the PDREP home page: https://www.pdrep.csd.disa.mil/

First time PDREP users will need to submit a User Access Request, on the PDREP home page. Click on User Access Request to submit the request. Follow the directions on the following pages to submit the request for access to PDREP.

To view and download the Supplier Audit Program checklists as well as the Supplier Audit Program Instruction, visit the "SAP Files" tab within the SAP module. (See Chapter 8 for further info).

Requests for assistance, changes, or improvement to any of the PDREP applications or the NSLC Detachment Portsmouth PDREP 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/
Hover over “Help” at the top of the home page. Select the first option for the Help Desk.

If you wish to provide suggestions to change SAP or other PDREP-AIS modules, from the same Help menu, select the “Suggest a Change” option. The Feedback form will open. Instructions for completion are located at the top of the form.
Also, visit our FAQ Page – your question(s) may be easily answered there.

Customer Support Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535 / DSN 684-6535
E-Mail: WEBPTSMH@navy.mil

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Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
1 ACCESS LEVELS

Access to the functionality of the SAP application is determined by the User's Access Level. PDREP has several Access Levels for SAP:

<table>
<thead>
<tr>
<th>Role</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Access</td>
<td>If a user does not have access to the PDREP-SAP application, the program link will not appear on the user's PDREP Main Menu.</td>
</tr>
<tr>
<td>View Access</td>
<td>Access to view all SAP records. User cannot create new records, or edit existing records.</td>
</tr>
<tr>
<td>Non-Management</td>
<td>Access to Create New SAP Records, run a SAP Report, view SAP Files. Can only modify records the user has created as long as their primary or secondary DoDAAC on their user profile match the previously entered SAP records. Record deletion is not permitted.</td>
</tr>
<tr>
<td>Management</td>
<td>Access to Create New SAP Records, run a SAP Report, view SAP Files. Can modify any record as long as their primary or secondary DoDAAC on their user profile match the previously entered SAP records. Record deletion is permitted for records with the same parameters as record modification.</td>
</tr>
<tr>
<td>Full Access</td>
<td>Access to all capabilities and records in the PDREP-SAP application. Reserved for the NAVSEA 06P SAP Program Manager and PDREP administrators.</td>
</tr>
</tbody>
</table>

**TABLE**
2 ACCESSING THE SAP MODULE

A. To enter the SAP module of PDREP, hover over the “Supplier Audit Program (SAP)” link on the left side of the PDREP Main Menu (See Figure 2.1). Upon hovering over the link, the SAP Flyout menu will appear. Click on the desired section of the SAP application to enter. If the link does not appear on the user’s PDREP Main Menu, the user should call the Customer Support Desk if they have requested access already. Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile. The Customer Support Desk can assist in adjusting profiles to match the user's needs.

NOTE: As of the May 2018 PDREP update, a list of recently accessed records will appear on the right-hand side of the PDREP main menu.

![Figure 2.1]
B. After Clicking the SAP Search option, the SAP web page will appear to the right of the menu options. (See **Figure 2.2**). Note that the DoDAAC field will be auto filled by the primary DoDAAC of your user profile.

**Figure 2.2**
3 ADDING SAP RECORDS

3.1 Record Creation

To add new record, click the Create New SAP Record flyout on the main menu (See Figure 2.1), or if already in the application, the Create New SAP Record tab (See Figure 3.1).

1. The SAP – Add Record page (See Figure 3.2) will appear.

2. Enter DODAAC and click Add Record Button (See Figure 3.2) and the SAP – Input Audit page will appear as shown in Figure 3.3 and Figure 3.4.

C. Fields on the SAP – Input Audit page are as follows: “(M)” indicated a mandatory field, “(D)” indicates a field required to save as a draft:
   1. CAGE Code (M)
   2. Audit Type (M)
   3. Date Audited (D)
   4. Audited By (D)
   5. Phone (D)
   6. Fax
7. DCMA Participated (M)
8. DCMA Audit?
9. Applicable Contract
10. Supplier Personnel Contacted (M)
    i. Name (M)
    ii. Title (M)
    iii. Phone (M)
    iv. Fax
11. Process List (M) (See Section 2.4)
12. Inspection System Indicator (M)
13. Calibration System Indicator (M)
14. Supplier Product/Capability Overview (M)
15. Auditor Overall Assessment (M)
16. Audit Results (M)
17. Applicable Corrective Action Report Number(s)
18. Response Due Date
19. Follow-up Required? (M)
20. Deficienc(ies) Requiring Corrective Action (M)
21. Corrective Action Complete? (M)
22. ALERT – Indicate Systemic Problem
23. Auditor's Note
Figure 3.3
D. Clicking the Cancel button will close the SAP – Input Audit page and return the user to the SAP interface (Figure 2.2) without saving any changes.

E. Click the Draft button to save the record as a draft. Note that all fields containing “(D)” as well as the CAGE code are required to save a record as a draft.

F. Click the Add Attachments button to work with attachments on the record. (See Section 6 for further information)

G. Click the Save button to save the record. Note that all mandatory fields are required to save.

**Figure 3.4**

<table>
<thead>
<tr>
<th>(M) Auditor Overall Assessment: (max 2000 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| (M) Audit Results: | SELECT- |  |

| Auditor's Date: | 05/31/2017 |

<table>
<thead>
<tr>
<th>Applicable Correct Action Report Number(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Response Due Date:</th>
</tr>
</thead>
</table>

| (M) Followup Required?: | SELECT- |

<table>
<thead>
<tr>
<th>(M) Deficiency(ies) Requiring Corrective Action: (max 2000 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| (M) Corrective Action Complete?: | SELECT- |

<table>
<thead>
<tr>
<th>ALERT - Indicate Systemic Problem:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Alert Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Auditor's Notes: (max 2000 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spell Check</th>
<th>Save</th>
<th>Add Attachments</th>
<th>Draft</th>
<th>Cancel</th>
</tr>
</thead>
</table>
3.2 Add a CAGE to a Record

A. To add a CAGE to a record, perform the following steps:

B. Enter a known CAGE, use the Lookup button to find a CAGE, or create a PDREP local CAGE.

C. The Lookup feature allows Search based on partial company name or CAGE, or the creation of a new local CAGE (only for use in PDREP).
   1. Click the Lookup button next to the CAGE Code field (See Figure 3.5).
   2. The Lookup CAGE Code form displays (See Figure 3.6).

D. To search for an existing CAGE:
   1. Type in the name or CAGE code on which to base the search.
2. Click the Search button.
3. Results will display (See Figure 3.7).
4. Click the Select CAGE Code button (See Figure 3.7) to auto fill the Contractor CAGE code on the SAP – Input Record (See Figure 3.8).

![Figure 3.7](image)

![Figure 3.8](image)

Note: It is recommended that users search for any preexisting local CAGE that may be appropriate before creating another new local CAGE.

E. To create a PDREP local CAGE:
   1. Users may create a new local CAGE used only within PDREP to identify subcontractors who may not have a CAGE.
2. Click the Add New CAGE button available in the Lookup CAGE Code screen (See Figure 3.9).

![Figure 3.9](image)

3. The following screen displays (See Figure 3.10).

![Figure 3.10](image)

4. Enter, at minimum, the mandatory information required into the Create CAGE Code screen.

5. Click the Add button.

6. To cancel, click the Cancel button to return to the SAP – Input Audit page.

*Note: This CAGE code is only local to PDREP.*
3.3 Save Audit as Draft

A. To save an audit as a draft, click the Draft button at any time. Clicking the Draft button marks the record as a draft and saves all the data on the page without a complete check of the mandatory fields on the page. The following fields are required to save an audit as a draft and are marked with a “(D)”: 

1. CAGE Code – Note: Marked as “(M)” rather than “(D)”
2. Date audited
3. Audited By
4. Phone

3.4 Indicate the participation of a DCMA Representative

If a DCMA Rep participated in the Audit, the Rep can be identified and PDREP will auto populate the Rep's information. To select a DCMA Rep that participated, perform the following steps. Select Yes from the DCMA Participated dropdown list by clicking on the arrow next to now and selecting Yes (See Figure 3.10).

*NOTE: In order for a DCMA Rep to be selected, a CAGE code is required and it must be associated with DCMA Reps.*

Click the List DCMA Reps button (See Figure 3.11).

![Figure 3.11](image)

A. Clicking the List DCMA Reps button will bring up the following additional fields (See Figure 3.12).

![Figure 3.12](image)
B. Select a DCMA Rep by clicking in the DCMA Rep List dropdown and clicking on a Rep. The Rep will then be entered into the DCMA Rep List field (See Figure 3.13).

C. Click the Auto-fill DCMA info to populate the DCMA Rep, Phone, and E-Mail field from existing PDREP data (See Figure 3.14).

*Note: For DCMA Rep to show up in this field, the Rep’s System Command (SYSCOM) must be 29, Access Level of 72, and the reference Ref. DoDAAC and User Record Act. or DoDAAC must be the Cage Code’s CAO.

3.5 Save Process to Audit

A. Select a process from the Process List drop down by clicking on the process, it will then be highlighted (See Figure 3.15).

B. Click the Add Process button.
C. The process table, Save New Processes button, and Cancel Add button appear (See Figure 3.16).

D. Enter a Process Date

E. Select a Result from the Result dropdown window (See Figure 3.17).

F. Enter a Subcontractor CAGE if applicable.

G. To avoid committing the process to the Audit record, click the Cancel Add button.

H. To add the process to the audit record, click the Save New Processes button.

### 3.6 Save a Completed Audit

A. Enter/modify all the (M) mandatory field(s).

B. Enter/modify additional information if available.
C. Click Save.
D. Correct format for Date Elements is MM/DD/YYYY or use the Calendar button.
E. To cancel the process, click the Cancel button.

Note: Fields with “(M)” are mandatory and must be filled in to save a completed Audit record. A thorough check of the mandatory fields is performed when the Save button is clicked.

4 EDITING, DELETING OR VIEWING SAP RECORDS

A. Users can view previously entered records by searching by the DoDAAC or CAGE code. If the CAGE code for a company is not known, users can click the Lookup button to find the CAGE. (See Section 3.2)
B. Enter the CAGE and/or DoDAAC for the record and click the Search button to view records for your Activity. A list of existing records is returned (See Figure 4.1). Results can be sorted by clicking the column header once for ascending, twice for descending.

Figure 4.1

C. To view history of a SAP record click on the View link in the History and Correspondence column (See Figure 4.1). The SAP History page displays (See Figure 4.2).
D. To view the SAP record, without edit capability, click on the Audit ID link (See Figure 4.1).
The SAP – View displays (See Figure 4.3).
E. To edit, click the Edit link for the record (See Figure 4.1). The SAP – Add/Edit form displays (See Figure 2.2). Follow directions in Section 2 to edit the SAP record.

F. To delete an entire Audit, click the Delete link (See Figure 4.1) for the record. The SAP – View displays (See Figure 4.4).
G. A message box will display asking for confirmation of the Delete. Select OK to confirm or click Cancel.
If the Delete was confirmed, a PDREP Message will display indicating the record was successfully deleted (See Figure 4.5). Click the Continue link to return to the SAP history list.

**Figure 4.5**

H. To add or view an attachment, click the Attachment(s) link (See Figure 4.6). The Upload Attachment Listing form displays, reference the on screen instructions and Chapter 6 of the user guide.

**Figure 4.6**

I. To send an Email concerning an audit, click the Send link (See Figure 4.7). The Send Message form displays (See Figure 4.8). Follow the on screen instructions.
Figure 4.7

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Audit Id:
Company Name: TPLAN - TEST PLAN
Audit Date: 01/01/1980

Send Message

Instructions
1. Enter recipients email address in the TO field and click on Add Recipient.
2. (Optionally) Select an activity from Select TO/CC Recipient Activity: list, select an email address from the list displayed, click Add Recipient or Add CC Recipient button.
3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.
4. Click on Send button to send email.
5. Click Cancel to return to previous page

TO: [Input field] Add Recipient
Select TO/CC Recipient Activity: [Dropdown]
CC: [Input field] Add CC Recipient

(M) Choose Correspondence Type: SEND A GENERAL MESSAGE

Type Message: [Textarea]

Include Attachments (2 attachment(s) associated with this record.)

Send ▶ Back ▶
5 SENDING ALERTS BY EMAIL

A. When the SAP - Add/Edit page's Alert - Indicate System Problem checkbox is checked (See Figure 5.1), all data is correctly entered on the audit page, and the Save button is clicked, the user is automatically navigated to an Email screen (See Figure 5.2).
B. The email addresses are automatically populated with personnel that have requested to be on the SAP Alert Email notification list. The Subject line and message are also auto populated and may be changed.

1. Click the Send Mail button to forward the email to all recipients listed in the “To:” or “CC:” block.
2. Click the Print button to print the screen.
3. Click the Cancel button to return to the previous screen without sending the email.

C. Once the email is sent the SAP - Add/Edit page’s Alert Date is set to the current date for the audit.

6 ADDING ATTACHMENTS

A. To upload an attachment, click the Add Attachments button in the SAP - Add/Edit page (See Figure 6.1) or click Attachment(s) link (See Figure 6.2) from the search results list.

![Figure 6.1](image-url)
B. The Upload Attachment Listing screen displays (See Figure 6.3).

C. Click the Add New Attachment button to select a file to upload.

D. The Upload Attachment screen displays (See Figure 6.4)
E. Click the Browse button to select the file to upload.

F. Enter a Short Name for Attachment.

G. Enter a Brief Description.

H. Click the Cancel button to clear Name and Description data entry fields.

I. Click the Upload button to complete the Upload.

J. To go back to the previous screen, click the Back button.
7 GENERATING SAP REPORTS

7.1 Run Record on Pending Audits

A. Select the SAP Report flyout on the main menu (See Figure 2.1) or the tab if already in the application. (See Figure 7.1).

B. To show all audits planned in the future, select Show Pending Audits Only. Information provided in the Audit Results and Process Results blocks is ignored.

C. Enter, or select from the calendar, the Start and End Dates. (Correct format for date fields is MM/DD/YYYY).
D. To run the Record for all processes, place a check in the Select this for All Processes box.

E. To run the Record for individual processes, highlight the desired processes in the Process list and click the Add Processes button to add them to the Selected Processes list.

F. To delete a selected process, highlight the process in the Selected Processes list and click the Delete Processes button.

G. Click Run Report at the bottom of the page. The system will return audits based on the CAGE, Lead Activity or both (if entered).

H. Clicking the Alert Only checkbox will filter out all records except those that are actually marked as Alerts.

**Note:** At least one Audit Process must be selected to run the Record.

### 7.2 Run Record on Complete Audits

A. Enter, or select from the calendar, the Start and End Dates. (Correct format for date fields is MM/DD/YYYY).

B. Check one or more Audit Results and Process Results.

C. Assure the Show Pending Audits Only checkbox is un-checked.

D. To run the Record for all processes, place a check in the Select this for All Processes box.

E. To run the Record for individual processes, highlight the desired processes in the Process list and click the Add Processes button to add them to the Selected Processes list.

F. To delete a selected process, highlight the process in the Selected Processes list and click the Delete Processes button.

G. Clicking the Alert Only checkbox will filter out all records except those that are actually marked as Alerts.

**Note:** At least one Audit Process must be selected to run the Record.

H. Click Run Report at the bottom of the page. The system will return audits based on the CAGE, Lead Activity or both (if entered).
8 SAP FILES

A. After clicking the SAP Files flyout (See Figure 2.1) or the tab if already in the application (See Figure 8.1) the SAP Checklists and Procedures page will appear. This page contains the following information:

1. SAP Process Audit Cover Sheet
2. NAVSEA Instruction 4855.38 – Supplier Audit Program
3. Current SAP Checklists in both Word and PDF formats.

![Figure 8.1](image-url)
9 GLOSSARY

Audit ID: Ten position alphanumeric identification number consisting of a six-digit DoDAAC, or a five-digit CAGE code proceeded by a 0 (zero), a four-digit year (yyyy) and a three-digit serial number.

Audit Lead: Activities that have audit responsibilities identified by NAVSEA. To determine who is the Team Lead refer to the SAP Shared Supplier List maintained by NAVSEA 04P. A link to the list is also available by clicking on the External Links link on the top of the page in the PDREP application.

CAGE: Five position alphanumeric Commercial and Government Entity code for the contractor referenced in the record.

DODAAC: Department of Defense Activity Address Code.

10 SUMMARY

This concludes the PDREP Supplier Audit Program application instructions. 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