



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

Supplier Audit Program (SAP)

12 JULY 2012

Table of Contents

| | |
|---|----|
| FORWARD | 1 |
| 1 INTRODUCTION | 2 |
| 2 LOGGING ON TO PDREP | 4 |
| 3 USER PROFILE | 7 |
| 4 ACCESS THE SUPPLIER AUDIT PROGRAM MODULE | 9 |
| 5 ADDING SAP RECORDS | 10 |
| 6 EDITING, DELETING, OR VIEWING SAP RECORDS | 18 |
| 7 SENDING MAIL ALERTS | 23 |
| 8 ADD ATTACHMENTS | 25 |
| 9 GENERATING SAP REPORTS | 28 |
| 10 GLOSSARY | 30 |

Forward

The purpose of this guide is to provide working-level procedures to describe entering, updating, revising and viewing information in the Supplier Audit Program (SAP) Automated Information System (AIS). The AIS was developed to support electronic processing of SAP information.

This guide translates business process requirements into procedures for individuals using the automated SAP process in the Product Data Reporting and Evaluation Program (PDREP). This user guide was prepared by Naval Sea Logistics Center Detachment Portsmouth (NSLCDET PTSMH) in support of a NAVSEA HQ 04P initiative. NSLCDET PTSMH is always in a continuous improvement mode to enhance both the AIS and SAP instruction to meet the needs of its customers.

NAVSEA 04P maintains the Supplier Audit Program Instruction that implements the Supplier Audit Program. PDREPs Supplier Audit Program application uses those instructions as a basis for the Supplier Audits Programs automated information systems business rules. The instruction is posted on the same web page as this document.

Please address recommended changes for the Supplier Audit Instruction to:

SEA 04P – Supplier Audit Program
Building 197 4w2162
1333 Isaac Hull Ave, SE
Washington Navy Yard, Washington DC 20376
Phone: (202) 781-3682

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 the PDREP application 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) 428-1690 / 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 Introduction

1.1 Overview

The Supplier Audit Program is a Navy software application that is accessed via the web using the Product Data Reporting and Evaluation Program (PDREP) Automated Information System (AIS). By definition, SAP information is Sensitive but Unclassified (SBU). To protect the security of SAP information, all actual data entered and retrieved using the system is encrypted using the security features incorporated into the web browser. Access to the system requires a browser which supports 128-bit encryption (sometimes referred to as strong encryption, or U.S. only encryption). The Defense Information Systems Agency (DISA) has purchased a DOD-wide site license from Netscape Corporation for products which support this feature. For most personal computers, Netscape Communicator 4.7, or later, is the browser of choice. This is the only browser available for PCs that have been certified by the National Institute of Standards and Technology meeting the 128-bit encryption requirements. Microsoft's Internet Explorer 6.0, or later, claims to meet this requirement, but it has not yet been certified by NIST. Internet Explorer 6.0 with 128-bit encryption can be used to access the database, but each user has to accept responsibility for any security compromises that may occur through its use. More details on browser requirements and security are available at the Naval Sea Logistics Center Detachment, Portsmouth, NH web site, <https://www.pdrep.csd.disa.mil/pdrep/pdrep.htm>.

1.2 Purpose

Supplier audits are focused primarily on process control. They are not intended to take the place of Pre/Post Award Surveys, Product-Oriented Surveys or Quality System Reviews.

1.3 Scope

The scope is based on the supplier's business and manufacturing capabilities as well as its quality history. Another factor in determining the scope is the auditor's needs. For instance, if procuring bar stock from a supplier, you may only require verification of the following processes: Metallurgical/Chemical Laboratory, Testing, Non-Destructive Testing, Inspection and Testing, Material Control, First Article, Factory Acceptance and Individual Acceptance Testing, Supplier Control of Objective Quality Evidence, and Material Trace. Use the appropriate Supplier Audit Program checklists, located on the Supplier Audit Program Web Page as a guide for each area.

1.4 Checklists

Checklists used to perform supplier audits are maintained on the same web page as this document. Select applicable checklists based on scope of audit.

<https://www.pdrep.csd.disa.mil/supplier/supplier.htm#par>

1.5 Audit Resources

Selection of qualified auditors needed for an audit should be based on their expertise in process areas to be reviewed.

1.6 Notification

- a. Upon determination that a supplier is to be audited, contact the appropriate Support Point Quality Assurance Representative (QAR) to establish a start date for the audit.
- b. Obtain the company point of contact.
- c. Inform the QAR and supplier of what will be needed prior to conduct the audit (i.e., organizational chart, quality manuals, quality problems and corrective action plans etc.).
- d. Establish a schedule, with supplier concurrence, which shall include the times opening and exit meetings and the daily audit agenda.
- e. Determine if personnel protective equipment is required.

1.7 Audit Performance

- a. Opening meeting. Meet with supplier representatives for formal introductions and discussion of planned audit activities for the duration of the audit.
- b. Audit. Following applicable checklists, interview necessary personnel and review associated directives and documentation. Record pertinent information on working papers and attach to respective checklists. Meet with audit team members daily to discuss progress.
- c. Exit meeting. Meet with supplier representatives and provide a briefing of audit results. Provide a written draft copy of the audit to the supplier.

1.8 Overview Conclusion

Upon return from the audit, input the results of completed checklists into the PDREP, web page for the Supplier Audit Program. Provide a formal final report to the supplier.

2 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 2-1

- c. The Log-on screen (Figure 2.2) displays.

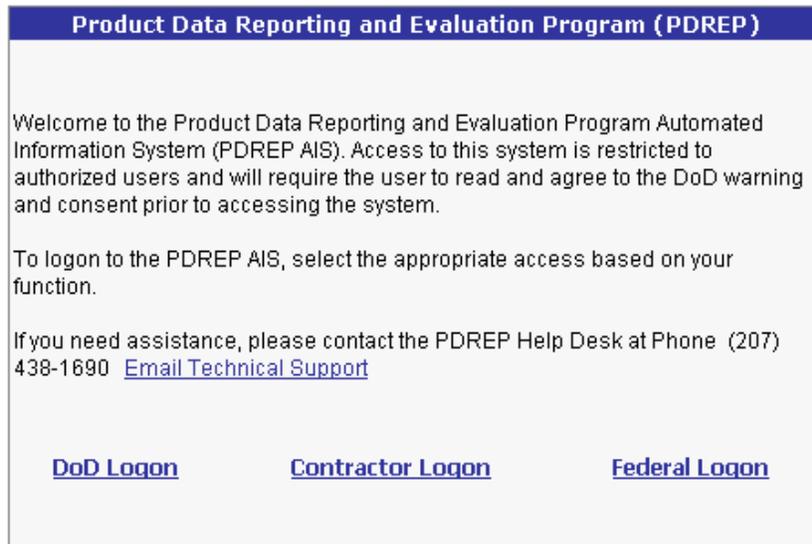


Figure 2-2

- d. DoD personnel possessing Common Access Cards (CAC) should click DoD Logon. The Warning and Consent Banner (Figure 2.3) displays.

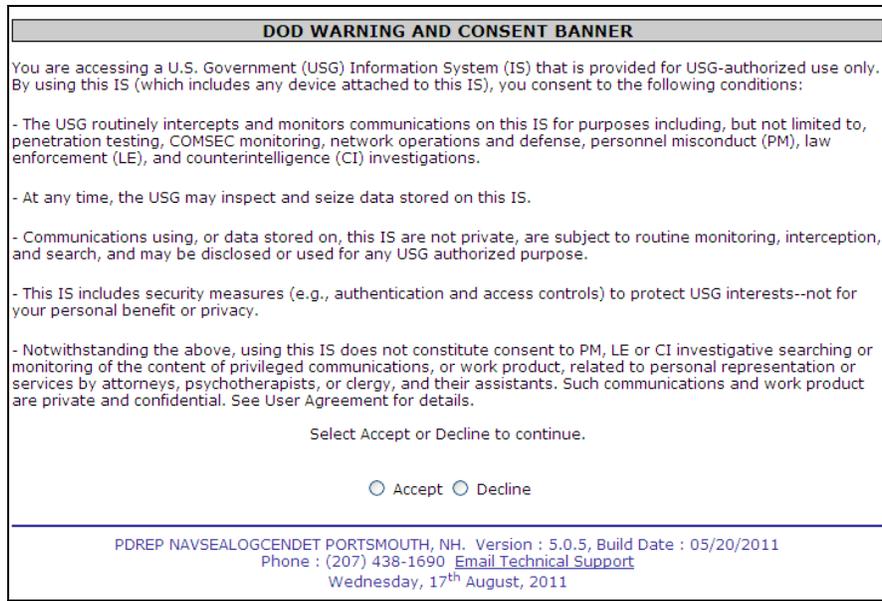


Figure 2-3

- 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 2.4

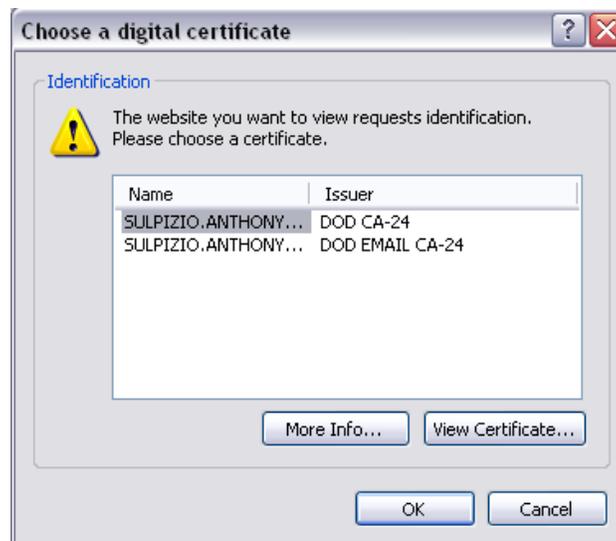


Figure 2-4

- 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 2.5), enter your User ID and click the Login button.

PDREP Government Login

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

User ID:

Login

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00079, Build Date : 08/22/2008
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2-5

- i. After successfully logging in, the PDREP Main Menu (Figure 2.6) 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](#)

DATA ENTRY ?
[Contract Award Data](#)
[Feedback](#)
[Material Inspection Record](#)
[Special Quality Data](#)
[Survey](#)
[Test](#)

DATA LOAD ?
[Download](#)
[Batch Update](#)

PDREP SEARCH ?
[Exhibit Search](#)
[GIDEP Search](#)
[PQDR Search](#)
[SAP Search](#)
[SDR Search](#)
[Search](#)
[UII Search](#)
[View Records](#)

REPORTS ?
[Ad-Hoc Report](#)
[NAVSUP 874 Reports](#)
[NAVSUP Level 1 Reports](#)
[Special Reports](#)
[NASA Reports](#)

USER REPORTS ?
[Contractor Profile](#)
[DLA Contractor Summary](#)
[Feedback Status](#)
[Material Profile](#)
[MIR L1/SS Quarterly](#)
[MIR Report](#)
[PQDR Statistics](#)
[PQDR Summary](#)
[SDR Quarterly](#)

NSEP PROGRAMS
[Corrective Action Request](#)
[Facility Surveillance Inspection Plan](#)
[QALT/LOD](#)

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 2-6

3 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 2.6) toward the upper left corner to review and update your profile. Figure 3.1 shows the User Profile – View display.

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

[Print](#) [Cancel](#)

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 |

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.6, Build Date : 09/09/2011
Phone : (207) 438-1690 [Email Technical Support](#)
Tuesday, 24th January, 2012

Figure 3-1

- 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 3.2).

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 3-2

- 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 if you need additional assistance.

4 Access the Supplier Audit Program Module

To enter the SAP module of PDREP, click on the Supplier Audit Program link in the bottom right of the PDREP Main Menu. If the Supplier Audit Program link does not appear on the users PDREP Main Menu, the user should call the Customer Support Desk. 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. See section 2 for more information about User Profiles.

- a. After Clicking the Supplier Audit Program link the Supplier Audit Program web page will appear (Figure 4.1).

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

[SAP Input](#) [SAP Report](#)

Supplier Audit Program

Instructions

1. To add new record, click on **Add Record**.
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
 - a. To view, click on the **Audit ID** link for the record
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record
 - d. To upload an attachment, click the **attachments** link for the record

CAGE Code:

DODAAC:

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Phone : (207) 438-1690 [Email Technical Support](#)
Tuesday, 31st January, 2012

Figure 4-1

5 Adding SAP Records

- a. To add new record, click the *Add Record* button in Figure 5.1.

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[SAP Input](#) | [SAP Report](#)

Supplier Audit Program

Instructions

1. To add new record, click on **Add Record**.
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
 - a. To view, click on the **Audit ID** link for the record
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record
 - d. To upload an attachment, click the **attachments** link for the record

CAGE Code:

DODAAC:



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Tuesday, 31st January, 2012

Figure 5-1

1. The Supplier Audit Program - Add/Edit page (Figure 5.2 and Figure 5.3) will appear.
2. Clicking the Cancel button will close the Add-Edit page and return the user to the Supplier Audit Program interface (Figure 5.1) without saving any changes.

SAP Input
SAP Report

Supplier Audit Program - Add/Edit

Instructions
(M) denotes a mandatory field
(D) denotes a mandatory draft field
 1. Enter/modify mandatory field(s)
 2. Enter/modify additional information if available
 3. Click **Save**
 4. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
 5. To cancel the process, click **Cancel**

(M) CAGE Code:

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited:

(D) Audited By:

(D) Phone: Fax:

(M) DCMA Participated?: DCMA Audit?:

Applicable Contract:

(M) Supplier Personnel Contacted: (must fill in one)

| (M) Name | (M) Title | (M) Phone | Fax |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

(M) Process List:(select at least one)

01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
 02 - HYDROSTATIC TESTING
 03 - NON-DESTRUCTIVE TESTING
 04 - CALIBRATION

(M) Inspection System Indicator: (select at least one) ISO 9000 MIL I 45208 MIL Q 9858

Other:

(M) Calibration System Indicator: (select at least one) ISO 10012 ANSI Z540 MIL STD 45662

Other:

(M) SupplierProduct/Capability Overview:
(max 2000 characters)

(M) Auditor Overall Assessment:
(max 2000 characters)

Figure 5-2

(M) Auditor Overall Assessment:
(max 2000 characters)

(M) Audit Results:

Auditor's Date: 02/06/2012

Applicable Corrective Action Report Number(s):

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Response Due Date: 

(M) Followup Required?:

(M) Deficiency(ies) Requiring Corrective Action:
(max 2000 characters)

(M) Corrective Action Complete?:

ALERT - Indicate Systemic Problem:

Alert Date:

Auditor's Notes:
(max 2000 characters)

Figure 5-3

5.1 Add a CAGE to a Record

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

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

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SAP Input SAP Report

Supplier Audit Program - Add/Edit

Instructions
(M) denotes a mandatory field
(D) denotes a mandatory draft field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. Click **Save**
4. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
5. To cancel the process, click **Cancel**

Save Add Attachments Draft Cancel

(M) CAGE Code: Lookup

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited:

(D) Audited By:

(D) Phone: Fax:

Figure 5-4

- b. The Lookup feature allows Search based on partial company name or CAGE
 1. Click the Lookup button next to the CAGE Code field (Figure 5.4)
 2. The Lookup CAGE Code form displays (Figure 5.5)

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Lookup CAGE Code

Instructions
1. To search for an existing **CAGE Code**, enter one of the following:
a. **CAGE Code**
b. **Contractor's Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Add New CAGE** to add the new Code to PDREP.
5. Click **Cancel** to return to previous screen

CAGE Code:

Name:

Search Cancel Add New CAGE

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Tuesday, 31st January, 2012

Figure 5-5

3. Type in the name or CAGE code on which to base the search
4. Click the Search button
5. Results will display (Figure 5.6)
6. Click the Select CAGE button to auto fill the Subcontractor CAGE code on the Supplier Audit Program – Add/Edit page (Figure 5-7).

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Lookup CAGE Code

Instructions

1. To search for an existing **CAGE Code**, enter one of the following:
 - a. **CAGE Code**
 - b. **Contractor's Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Add New CAGE** to add the new Code to PDREP.
5. Click **Cancel** to return to previous screen

CAGE Code:

Name:

| CAGE Code | Company Name | Address | City | Select |
|-----------|--------------|---------|------|---|
| TPLAN | TEST PLAN | | | <input type="button" value="Select CAGE Code"/> |

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 Tuesday, 31st January, 2012

Figure 5-6

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

Supplier Audit Program - Add/Edit

Instructions

(M) denotes a mandatory field
(D) denotes a mandatory draft field

1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. Click **Save**
4. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
5. To cancel the process, click **Cancel**

(M) CAGE Code:

(M) Audit Type:

(D) Date Audited:

Figure 5-7

Note

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

7. Create a PDREP local CAGE.
 - A. Users may create a new local CAGE used only within PDREP to identify subcontractors who may not have a CAGE.
 - B. Click the Add New CAGE button available in the Lookup CAGE Code screen (Figure 5.8).

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Lookup CAGE Code

Instructions
1. To search for an existing **CAGE Code**, enter one of the following:
a. **CAGE Code**
b. **Contractor's Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Add New CAGE** to add the new Code to PDREP.
5. Click **Cancel** to return to previous screen

CAGE Code:

Name:

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Phone : (207) 438-1690 [Email Technical Support](#)
Tuesday, 31st January, 2012

Figure 5-8

- C. The following screen displays.

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Lookup CAGE Code

Instructions
Enter the mandatory data,
Click **Add** to add the new CAGE Code to PDREP.

(M) Company Name:

(M) Street Address:

PO Box:

(M) City:

(M) State:

(M) Zip:

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Tuesday, 31st January, 2012

Figure 5-9

D. Enter, at minimum, the mandatory information required into the Lookup CAGE Code screen.

E. Click the Add button

Note: This CAGE code is only local to PDREP.

5.2 Save Audit as Draft

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:

- CAGE Code
- Date audited
- Audited
- Phone

5.3 Save Process to Audit

- a. Select a process from the Process List drop down by clicking on the process, it will then be highlighted (Figure 5.10).

(M) Supplier Personnel Contacted: (must fill in one)

| (M) Name | (M) Title | (M) Phone | Fax |
|----------|-----------|-----------|-----|
| | | | |
| | | | |
| | | | |

(M) Process List:(select at least one)

01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
02 - HYDROSTATIC TESTING
03 - NON-DESTRUCTIVE TESTING
04 - CALIBRATION

Add Process

(M) Inspection System Indicator: (select at least one) ISO 9000 MIL I 45208 MIL Q 9858

Figure 5-10

- b. Click the Add Process button.

- c. The table, Save New Processes button, and Cancel Add button appear (Figure 5.11).

(M) Process List:(select at least one)

| | |
|--|--|
| 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING | |
| 02 - HYDROSTATIC TESTING | |
| 03 - NON-DESTRUCTIVE TESTING | |
| 04 - CALIBRATION | |

Add Process

| Process(es) | Process Audit Date | Result | SubContractor CAGE |
|------------------------------|----------------------|----------------|----------------------|
| 03 - NON-DESTRUCTIVE TESTING | <input type="text"/> | NOT APPLICABLE | <input type="text"/> |

Save New Processes Cancel Add

Figure 5-11

- d. Enter a Process Audit Date
- e. Select a Result
- f. To avoid committing the Process to the Audit record, click the Cancel button
- g. To add the process to the audit record, click the Save New Processes button.

5.4 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 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.

6 Editing, Deleting, or Viewing SAP Records

Users can view previously entered records by searching on 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.

- a. Enter the CAGE and/or DoDAAC for the record and click the Search button to view last 2000 records for your Activity. A list of existing records is returned (Figure 6.1).

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

SAP Input
[SAP Report](#)

Supplier Audit Program

Instructions

1. To add new record, click on **Add Record**.
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
 - a. To view, click on the **Audit ID** link for the record
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record
 - d. To upload an attachment, click the **attachments** link for the record

CAGE Code:

DODAAC:

←

List Download: Click [here](#) to download data in Microsoft Excel format

| Status | History & Corresp. | CAGE Code | Audit ID | Date Audited | Edit | Delete | Attachment | Send Email |
|--------|----------------------|-----------|--------------------------------|--------------|----------------------|--------------------------|-------------------------------|----------------------|
| | View | 71905 | N45112-2011001 | 08/27/2011 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2010001 | 02/28/2010 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009008 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009007 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009006 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009005 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| Draft | View | #7046 | N45112-2009004 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| Draft | View | #7046 | N45112-2009002 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009001 | 03/18/2009 | Edit | Delete ? | Attachment(s) | Send |
| | View | 1A737 | N45112-2008005 | 10/24/2008 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2008001 | 01/10/2008 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2007059 | 10/30/2007 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2006037 | 09/19/2006 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2005056 | 09/12/2005 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2005033 | 09/12/2005 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2001207 | 01/04/2000 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2001045 | 11/14/2001 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2001024 | 09/06/2001 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2000047 | 06/05/2000 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2000039 | 11/11/1999 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2000014 | 03/07/2000 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-1999120 | 04/22/1999 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-1999106 | 10/23/1998 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-1999055 | 04/04/1998 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-1999054 | 09/19/1998 | Edit | Delete ? | Attachment(s) | Send |

Figure 6-1

- b. To view history of an SAP record click on the [View](#) link in the History and Correspondence column. The SAP History page displays (Figure 6.2).

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Audit Id: N45112-2009004
 Company Name: #7046 - AB CO, (FOR TESTING ONLY)
 Audit Date: 07/22/2009

SAP History

Point of Contact Info for SAP:

AUDITOR: DDFSGSDFG
 SDFGDFGDSFG
 DCMA POC:
 COMPANY POC:

SAP History for Audit Id: N45112-2009004

| Date Released | From Activity | To Activity | Contact | Correspondence | Message |
|---------------|---------------|-------------|---------|----------------|---------|
| 07/22/2009 | N45112 | | | SAVED DRAFT | |
| 01/08/2010 | N45112 | | | SAVED DRAFT | |

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 Phone : (207) 438-1690 [Email Technical Support](#)
 Wednesday, 1st February, 2012

Figure 6-2

- c. To view the SAP record, without edit capability, click on the Audit ID link. The Supplier Audit Program – View displays (Figure 6.3).

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Supplier Audit Program - View
 Date: 02/01/2012

Audit Originator: DFLAHERTY Last Updated:
 Audit I.D. No.: N45112 - 2001 024 CAGE Code: #7046
 Supplier Name: AB CO, (FOR TESTING ONLY)
 Address Audited:

Date Audited: 09/06/2001
 Audited By: Frank Dozier Fax:
 Phone: 380-3891

DCMA Participated? NO DCMA Audit?
 DCMA Rep.: E-Mail:
 Phone:
 Applicable Contract:

Supplier Personnel Contacted:

| Name | Title | Phone | Fax |
|-------------|--------------------|--------------|-----|
| John Alford | Ex. Vice President | 562-733-4611 | |
| Jim Ketchum | QA Manager | 562-733-4612 | |

| Process(es) Audited this Date | Result | Sub-Contractor CAGE |
|----------------------------------|--------------|---------------------|
| 05 - INSPECTION AND TESTING | SATISFACTORY | |
| 07 - DOCUMENT AND DATA CONTROL | SATISFACTORY | |
| 11 - RECEIVING INSPECTION | SATISFACTORY | |
| 16 - PACKAGING AND PRESERVATION | SATISFACTORY | |
| 17 - FINAL / SHIP OUT INSPECTION | SATISFACTORY | |

Inspection System Indicator: MIL 1 45208 /
 Calibration System Indicator: MIL STD 45662 /

Supplier Product/Capability Overview: Fittings and Valves
 Auditor Overall Assessment: Satisfactory
 Audit Results: SATISFACTORY
 Auditor's Date: 09/21/2001

Applicable Corrective Action Report Number(s):
 Response Due Date:
 Follow-up Required? NO

Deficiency(ies) Requiring Corrective Action: NA
 Corrective Action Complete? YES

Alert-Indicate Systemic Problem:
 Alert Date:
 Auditor's Notes:

Figure 6-3

- d. To edit, click the Edit link for the record (Figure 6.1). The Supplier Audit Program – Add/Edit form displays (**Error! Reference source not found.**).
- e. To delete an entire Audit, click the Delete link (Figure 6.1) for the record. The Supplier Audit Program – View displays (Figure 6.4); a Delete button is now available.

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User: TEST PLAN • [logout](#)

Supplier Audit Program - View

Date: 02/01/2012

| | |
|--|---|
| Audit Originator: DFLAHERTY Audit I.D. No.: N45112 - 2001 024 Supplier Name: AB CO, (FOR TESTING ONLY) Address Audited: | Last Updated: CAGE Code: #7046 |
| Date Audited: 09/06/2001 Audited By: Frank Dozier Phone: 380-3891 | Fax: |
| DCMA Participated? NO DCMA Rep.: Phone: Applicable Contract: | DCMA Audit? E-Mail: |

Supplier Personnel Contacted:

| Name | Title | Phone | Fax |
|-------------|--------------------|--------------|-----|
| John Alford | Ex. Vice President | 562-733-4611 | |
| Jim Ketchum | QA Manager | 562-733-4612 | |

| Process(es) Audited this Date | Result | Sub-Contractor CAGE |
|----------------------------------|--------------|---------------------|
| 05 - INSPECTION AND TESTING | SATISFACTORY | |
| 07 - DOCUMENT AND DATA CONTROL | SATISFACTORY | |
| 11 - RECEIVING INSPECTION | SATISFACTORY | |
| 16 - PACKAGING AND PRESERVATION | SATISFACTORY | |
| 17 - FINAL / SHIP OUT INSPECTION | SATISFACTORY | |

Inspection System Indicator: MIL 1 45208 /
Calibration System Indicator: MIL STD 45662 /

Supplier Product/Capability Overview: Fittings and Valves
Auditor Overall Assessment: Satisfactory
Audit Results: SATISFACTORY
Auditor's Date: 09/21/2001

Applicable Corrective Action Report Number(s):
Response Due Date:
Follow-up Required? NO

Deficiency(ies) Requiring Corrective Action: NA
Corrective Action Complete? YES
Alert-Indicate Systemic Problem:
Alert Date:

Figure 6-4

- f. Click the Delete button.

- g. A message box will display asking for confirmation of the Delete. Select Ok to confirm or Cancel.
- h. If the Delete was confirmed, a PDREP Message will display indicating the record was successfully deleted (Figure 6.5). Click the Continue link to return to the Supplier Audit Program history list.

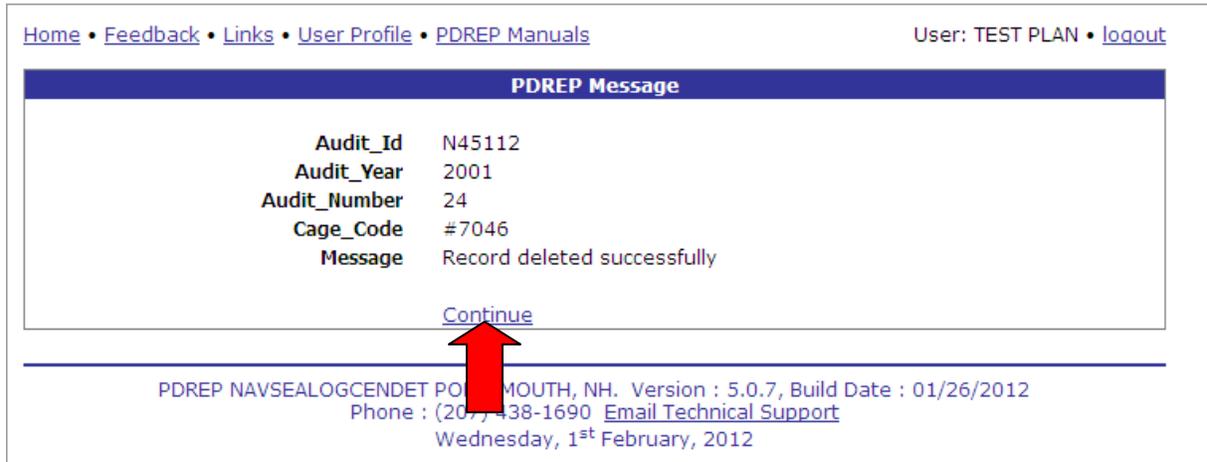


Figure 6-5

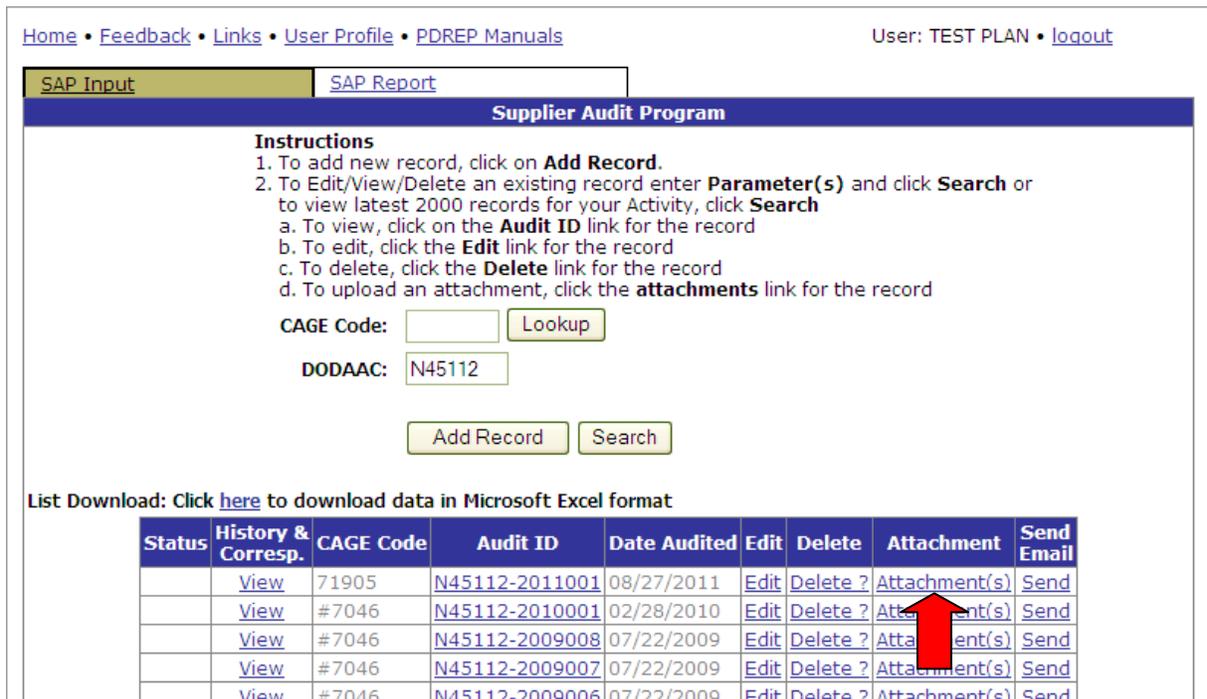


Figure 6-6

- i. To add or view an attachment, click the Attachment(s) link (Figure 6.6). The Upload Attachment Listing form displays (Figure 6.7).

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Upload Attachment Listing

Instructions
 1. The listing displays attachments for the existing KeyInfo.
 2. Click **Add Attachment** to add new attachment.
 3. Click **Delete** to delete the attachment.
 4. Click **Cancel** to return to the previous screen

Application Module: SAP
 Key Info: N451122011001

| File Name | File Description | Comments | Added Date | Uploaded By | Delete Attachment? |
|-----------------------------------|------------------|----------|------------|-------------|--------------------|
| csi_usage_log.txt | test | test | 01/23/2012 | JMART | |

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 Phone : (207) 438-1690 [Email Technical Support](#)
 Wednesday, 1st February, 2012

Figure 6-7

- j. To send an Email concerning an audit, click the Send link (Figure 6.6). The Send Message form displays (Figure 6.8).

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Audit Id: N45112-2011001
 Company Name: 71905 - DERBYSHIRE MACHINE AND TOOL CO
 Audit Date: 08/27/2011

Send Message

Instructions
 (M) denotes a mandatory field
 1. Enter email address of Recipient or To Email List must have an email address.
 2. Select an activity from **Add Email to TO/CC** and click on **Get List** button. Select an email address from the list and click **Add TO Email** or **Add CC Email** button to add to the **To Email List** list or **CC Email List** list.
 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:

Add Email to TO/CC: <SELECT>

CC:

(M) Choose Correspondence Type: SEND A GENERAL MESSAGE

Type Message:

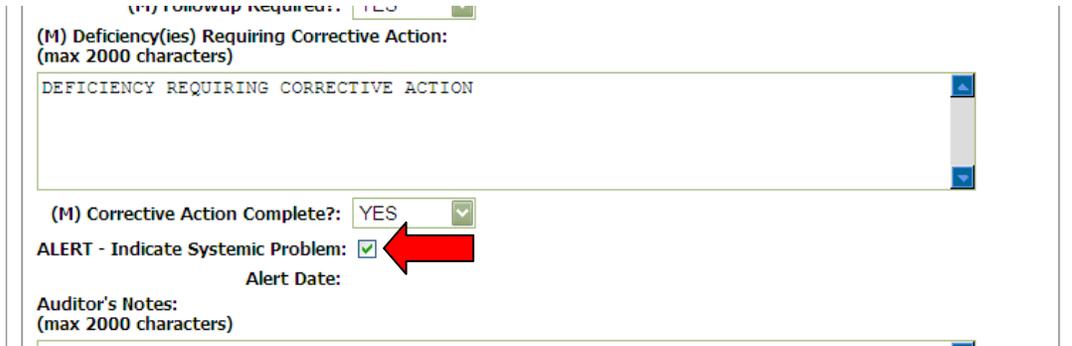
Include Attachments (1 attachment(s) associated with this record.)

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 Phone : (207) 438-1690 [Email Technical Support](#)
 Wednesday, 1st February, 2012

Figure 6-8

7 Sending Mail Alerts

When the Supplier Audit Program - Add/Edit page's Alert - Indicate System Problem checkbox is checked (Figure 7.1), all data is correctly entered on the audit page, and the Save button is clicked, the user is automatically navigated to an Email screen (Figure 7.2).



(M) Followup Required: YES

(M) Deficiency(ies) Requiring Corrective Action:
(max 2000 characters)

DEFICIENCY REQUIRING CORRECTIVE ACTION

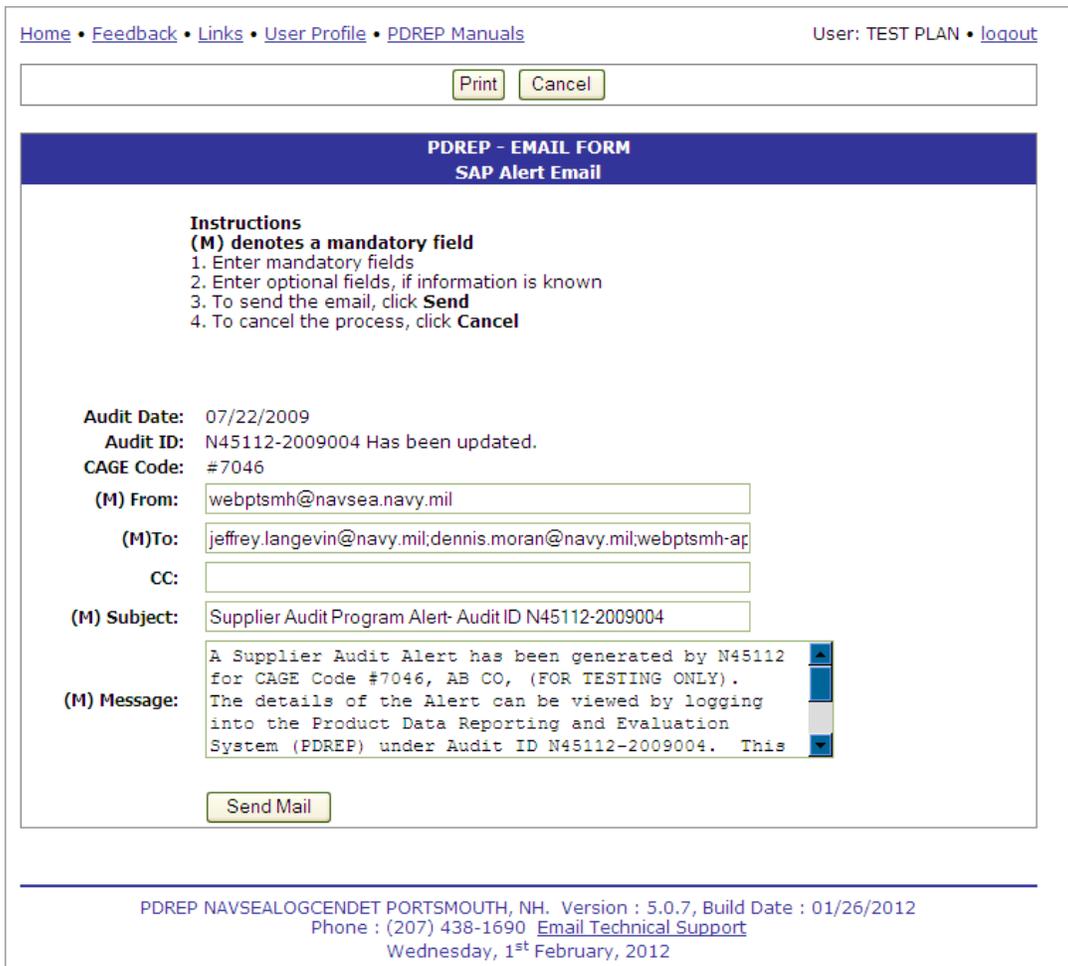
(M) Corrective Action Complete?: YES

ALERT - Indicate System Problem: 

Alert Date:

Auditor's Notes:
(max 2000 characters)

Figure 7-1



Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • Logout

Print Cancel

PDREP - EMAIL FORM
SAP Alert Email

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. To send the email, click **Send**
4. To cancel the process, click **Cancel**

Audit Date: 07/22/2009
Audit ID: N45112-2009004 Has been updated.
CAGE Code: #7046

(M) From: webptsmh@navsea.navy.mil

(M)To: jeffrey.langevin@navy.mil;dennis.moran@navy.mil;webptsmh-ap

CC:

(M) Subject: Supplier Audit Program Alert- Audit ID N45112-2009004

(M) Message: A Supplier Audit Alert has been generated by N45112 for CAGE Code #7046, AB CO, (FOR TESTING ONLY). The details of the Alert can be viewed by logging into the Product Data Reporting and Evaluation System (PDREP) under Audit ID N45112-2009004. This

Send Mail

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.7, Build Date : 01/26/2012
Phone : (207) 438-1690 [Email Technical Support](#)
Wednesday, 1st February, 2012

Figure 7-2

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.

- a. Click the Send Mail button to forward the email to all recipients listed in the **To:** or **CC:** block.
- b. Click the Print button to print the screen.
- c. Click the Cancel button to return to the previous screen without sending the email.

Once the email is sent the Supplier Audit Program - Add/Edit page's Alert Date is set to the current date for the audit.

8 Add Attachments

- a. To upload an attachment, click the Add Attachment button in the Supplier Audit Program - Add/Edit page (Figure 8.1) or click Attachment(s) link (Figure 8.2) from the search results list.

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

SAP Input SAP Report

Supplier Audit Program - Add/Edit

Instructions
(M) denotes a mandatory field
(D) denotes a mandatory draft field
 1. Enter/modify mandatory field(s)
 2. Enter/modify additional information if available
 3. Click **Save**
 4. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
 5. To cancel the process, click **Cancel**

(M) CAGE Code: TPLAN

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited:

(D) Audited By:

(D) Phone: Fax:

(M) DCMA Participated?: -SELECT- DCMA Audit?:

Applicable Contract:

(M) Supplier Personnel Contacted: (must fill in one)

| (M) Name | (M) Title | (M) Phone | Fax |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

(M) Process List:(select at least one)

- 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
- 02 - HYDROSTATIC TESTING
- 03 - NON-DESTRUCTIVE TESTING
- 04 - CALIBRATION

| Process(es) | Process Audit Date | Result | SubContractor CAGE |
|------------------------------|----------------------|----------------|----------------------|
| 03 - NON-DESTRUCTIVE TESTING | <input type="text"/> | NOT APPLICABLE | <input type="text"/> |

Figure 8-1

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

SAP Input SAP Report

Supplier Audit Program

Instructions
 1. To add new record, click on **Add Record**.
 2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
 a. To view, click on the **Audit ID** link for the record
 b. To edit, click the **Edit** link for the record
 c. To delete, click the **Delete** link for the record
 d. To upload an attachment, click the **attachments** link for the record

CAGE Code:

DODAAC: N45112

List Download: Click [here](#) to download data in Microsoft Excel format

| Status | History & Corresp. | CAGE Code | Audit ID | Date Audited | Edit | Delete | Attachment | Send Email |
|--------|----------------------|-----------|--------------------------------|--------------|----------------------|--------------------------|-------------------------------|----------------------|
| | View | 71905 | N45112-2011001 | 08/27/2011 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2010001 | 02/28/2010 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009008 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009007 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |
| | View | #7046 | N45112-2009006 | 07/22/2009 | Edit | Delete ? | Attachment(s) | Send |

Figure 8-2

- b. The Upload Attachment Listing screen displays (Figure 8.3).

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

Upload Attachment Listing

Instructions

1. The listing displays attachments for the existing KeyInfo.
2. Click **Add Attachment** to add new attachment.
3. Click **Delete** to delete the attachment.
4. Click **Cancel** to return to the previous screen

Application Module: SAP
Key Info: N451122011001

| File Name | File Description | Comments | Added Date | Uploaded By | Delete Attachment? |
|-----------------------------------|------------------|----------|------------|-------------|--------------------|
| csi_usage_log.txt | test | test | 01/23/2012 | JMART | |

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.7, Build Date : 01/26/2012
 Phone : (207) 438-1690 [Email Technical Support](#)
 Wednesday, 1st February, 2012

Figure 8-3

- c. Click the Add Attachment button to select a file to upload.
- d. The Upload Attachment screen displays (Figure 8.4).

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

Upload Attachment

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Instructions

(M) denotes a mandatory field

1. Click **Browse..** to select the file to upload. (Max file size is 10 Megabytes)
2. Enter the **Short Name for Attachment**.
3. Enter a **Brief Description**.
4. Click **Upload Attachment** to add the attachment to the PDREP.
5. Click **Reset** to clear Name and Description data entry fields.

Warning:
Documents that are uploaded may be manipulated and improperly used unless they are designated 'Read-Only'. Procedure to make your MS-Word documents 'Read-Only':

- (1) Open document in MS-Word
- (2) Choose 'Options' from the Tools menu
- (3) Click the Save tab
- (4) Enter a 'Password to Modify'
- (5) Click OK

Note: Document may be opened as Read Only by clicking the 'Read-Only' button when prompted upon opening.

(M) File to Upload: (jpg,gif,bmp,doc,docx,bt, pdf,xls,xlsx,tif,png)

(M) Short Name for Attachment:

(M) Brief Description (Max 500 chars):

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.7, Build Date : 01/26/2012
 Phone : (207) 438-1690 [Email Technical Support](#)
 Wednesday, 1st February, 2012

Figure 8-4

- 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 Reset button to clear Name and Description data entry fields.
- i. Click the Upload Attachment button to complete the Upload.

Warning

Documents that are uploaded may be **manipulated and improperly used unless they are designated 'Read-Only'**.

9 Generating SAP Reports

9.1 Run Report on Pending Audits

- a. Select the SAP Report tab (Figure 9.1).

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

[SAP Input](#) | **SAP Report**

Supplier Audit Program - Report

Instructions
(M) denotes a mandatory field
1. Enter or select from calendar **Start** and **End** Dates
(Correct format for date fields is **MM/DD/YYYY**)
2. Either check **Show Pending Audits Only** or check one or more **Audit Results** and **Process Results**
3. Process Instructions:
a. Click **All processes** or an individual process(es) and click **Add Process**
b. To remove a selected process, highlight process and click **Delete Process**
4. Click **Run Report**

(M) Start Date: (M) End Date:

CAGE Code:

Audit Activity (DODAAC):

Alert Only:

(M) Audit Status:

Show Pending Audits Only

OR

Audit Results: Satisfactory Unsatisfactory

Process Results: Satisfactory Unsatisfactory Not Applicable Partial

(M) Process Instructions

Select this for "All Processes"

OR

To select individual process, highlight process and click Add Processes button

- 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
- 02 - HYDROSTATIC TESTING
- 03 - NON-DESTRUCTIVE TESTING
- 04 - CALIBRATION
- 05 - INSPECTION AND TESTING
- 06 - MATERIAL CONTROL (INCLUDING LEVEL 1/SUBSAFE)
- 07 - DOCUMENT AND DATA CONTROL
- 08 - PAINTING AND SURFACE PREPARATION
- 09 - CNTRL SUPPLIER/SUBS FLOWDOWN OF CUSTOMER REQ
- 10 - FIRST ARTICLE, FA AND IA TESTING

No columns selected

Figure 9-1

- 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 calendar the Start and End Dates. (Correct format for date fields is MM/DD/YYYY).
- d. To run the report for all processes, place a check in the “Select this for ‘All Processes’ box.
- e. To run the report 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).

Note

At least one Audit Process must be selected to run the report.

9.2 Run report on complete audits.

- a. Enter or select from 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 report for all processes, place a check in the “Select this for ‘All Processes’ box.
- e. To run the report 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 report.

- 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).

10 Glossary

Audit ID: Ten position alphanumeric identification number consisting of a six digit DoDAAC, or a five digit CAGE code preceded 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 "[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.