**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREWORD</td>
<td>1</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>1 SUPPLIER SURVEY (PRE/POST AWARD)</td>
<td>4</td>
</tr>
<tr>
<td>2 TEST RECORDS</td>
<td>11</td>
</tr>
<tr>
<td>3 SPECIAL QUALITY DATA (SQD) RECORDS</td>
<td>17</td>
</tr>
<tr>
<td>SUMMARY</td>
<td>22</td>
</tr>
</tbody>
</table>

*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. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the PDREP-Survey, Special Quality Data, and Test Records application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

REFERENCES:

2. Secretary of the Navy Instruction (SECNAVINST) 4855.3
3. Navy Standard Operating Procedure (NAVSO) P-3683C
INTRODUCTION

This document is intended to guide personnel in the use of the PDREP Survey, Special Quality Data, and Test Records application. The application provides:

1. Access to Survey records from various DoD agencies.
   a. Pre-Award, Post Award, or Product Oriented Surveys
   b. Test Records and First Article Tests
   c. Special Quality Data which includes any data not mentioned above including a summary of that data and any attachments for support.

2. Capability to manually enter or batch load reports.

3. Capability to search supplier data.

4. Various reports and lists of suppliers that have reports entered through the application.

The PDREP-AIS is primarily used to provide supplier information to U.S. Government procurement and quality assurance personnel. The applications covered in this guide are used to enable reporting in three areas:

1. The Survey application provides a method to collect and analyze data concerning a prime contractor’s capabilities to perform a particular contract, based upon an analysis of a broad range of areas such as financial resources, operational controls, technical skills, quality assurance system, and past performance.

2. Test Records application provides a method to collect data for First Article, Production Lot Testing, and Periodic Sampling Test data for analytical purposes (both positive and negative).

3. Special Quality Data Records provide a method to collect and analyze data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special quality data types include: surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc.

User access and login procedures can be located in the PDREP User Access and Login Procedures guide. First time PDREP users will need to submit a User Access request form, available on the NSLC home page: http://www.nslcptsmh.csd.disa.mil. Click on User Access Request to download the form. Follow the directions on the form to submit the request for access to PDREP.

To update your access to the PDREP-AIS system an Access Change Requests must be submitted. The User Access request form is available within the PDREP-AIS application. Once logged into the PDREP-AIS click ‘[Your Name]’ in the upper right corner of the page, click ‘Click Here’ to update profile information, click ‘Access Change Request’ tab, Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.
Requests for changes or improvements to any of the PDREP applications or NSLC Detachment Portsmouth web pages should be submitted to:

**Customer Support Desk**
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535
Email: webptsmh@navy.mil

**Mailing Address**
Naval Sea Logistics Center Detachment Portsmouth
Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

**Online in the PDREP Application**
If you're already a PDREP User, log on to PDREP:
https://www.pdrep.csd.disa.mil/
Click on the Submit 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 page.
1 SUPPLIER SURVEY (PRE/POST AWARD)

1.1 Searching and Viewing Existing Survey Records

A. After successfully logging in, the PDREP Main Menu displays see Figure 1.1.

B. To enter the Survey module of PDREP, click on the “Supplier Survey (Pre/Post Award)” link on the PDREP Main Menu. The user is then automatically directed to the Survey Record Module shown in Figure 1.2.

Figure 1.1
C. If the “Supplier Survey (Pre/Post Award)” link does not appear on the PDREP Main Menu, the user should complete an Access Change Request (See User Access User Guide). Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile.

D. Enter a Reporting Activity’s six character DoDAAC, a company’s five-character CAGE Code, or the record’s unique identifying Serial Number.

E. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results based on the ‘Report Issue Date’ of the record. The Report Issue Date refers to the date the Survey Report was signed out.

F. Click the Search button to display the list of Survey records retrieved. The resulting set may be filtered by Reporting Activity, Serial Number, CAGE Code and/or date range. A sample result set is shown in Figure 1.3.
G. Clicking the “Activity - Serial Number” (in Figure 1.3) link for the record of interest will display a view of the Survey as seen in Figure 1.4.

H. To return to the previous screen click the **Back** button.

I. To print the displayed data, click the **Print** button

![Survey - View Data](image)

**Figure 1.4**
1.2 Adding, Editing, or Deleting Survey Records

A. Add or Edit a Survey Record

1. To add a new Survey record, select the **Create New SURVEY** Tab shown in Figure 1.3. The user is directed to a blank Survey – Add/Edit form shown in Figure 1.5.

![Figure 1.5](image-url)

2. To edit an existing Survey record, the user should follow the search procedures in Section 1.1 to locate a specific record. Once the record is located, click the “Edit” link shown in Figure 1.3 for the record of interest. The user is then directed to an existing Survey – Add/Edit form where the fields have been pre-populated (Figure 1.6).

![Figure 1.6](image-url)

Note: Editing is only permitted for records for which the user has permissions; based on their access level in their user profile.
To enter data into the Survey – Add/Edit form, follow the instructions below:

a. Data fields preceded by an (M) require data entry.
b. Select a Quality Indicator if Survey Type is Pre-Award.
c. Enter optional fields, if information is known.
d. To add a Federal Supply Class (FSC), enter the FSC and click the Add FSC button.
e. To remove an FSC from the list, highlight the FSC and click Remove FSC button.
f. To add a Specification, enter the specification and click Add Specification button.
g. To remove a Specification from the list, highlight the specification and click **Remove Specification** button.

h. To upload an attachment to the Survey, click the **Save and Add Attachment** button.

i. To add a Category Reviewed, click **Add Category** button. Add Category will appear directly below the **Add Category** button, see Figure 1.7.

![Figure 1.7](image)

i. Select a category from the Category drop-down box and Click the **Add** button.

ii. Once the Add button is clicked, the following window will appear Figure 1.8.

![Figure 1.8](image)

iii. Enter the number of deficiencies, if any.

iv. Click the **Save Category** button to save or click the **Cancel Category** button to escape.

v. Once the **Save Category** button is clicked, a category has been saved, as shown in Figure 1.9.

![Figure 1.9](image)

vi. To edit/delete an existing Category, click **Edit** or **Delete** buttons in Figure 1.9.

vii. Correct format for Date Elements is MM/DD/YYYY or use Calendar button

viii. To save the record, click the **Save** button

ix. To cancel the process, click the **Cancel** button

x. To spell check the information, click the **Spell Check** button.
B. Delete a Survey

1. Follow the instructions below to delete a Survey.

   a. To delete an existing Survey, the user should follow the search procedures in Section 1.1. Once the record is located, click the “Delete” link in the result set displayed on the Survey tab.

   b. The delete screen (Figure 1.10) displays. Note that records can only be deleted if the user has edit rights, which are based on their user profile.

   c. Click the Delete button. A pop up will appear to confirm the deletion. Click "OK" to affirm the record should be deleted. Click "Cancel" to cancel the request.

   d. To print a copy of what is to be deleted, click the Print button at the top of the page.

   e. To abort the delete, click the Back button at the top of the page.

   ![Survey - View Data](image)

   **Figure 1.10**
2 TEST RECORDS

2.1 Searching and Viewing Existing Test Records

A. From the PDREP Main Menu (Figure 2.1), click the “Test Records” link to access this module. The Test Record form displays (Figure 2.2).

B. If the “Test Records” link does not appear on the PDREP Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. 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.
C. Click the **Search** button to display the list of Test records to view. The results set may be filtered by Reporting Activity, Serial Number, CAGE Code or date range. A sample result set is shown in Figure 2.3.

D. Enter a Reporting Activity’s six character DoDAAC, or a company’s five character CAGE Code or the records unique identifying Serial Number.

E. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results based on the ‘Added Date’ of the record. The Added Date refers to the date the record was added to the database.
F. Clicking the “Activity Serial Number” link for the record of interest will display a view of the Test Record as seen in Figure 2.4.

![Figure 2.4](image)

G. To return to the previous screen click the **Back** button as seen in Figure 2.5.

H. To print the displayed data click the **Print** button as seen in Figure 2.5.
2.2 Add or Edit Test Records

A. To edit an existing Test Record, the user should follow the search procedures in Section 2.1 to locate a specific record. Once the record is located, click the “Edit” link (Figure 2.3) for the record of interest. The user is then directed to the existing Test – Add/Edit form where the fields have been pre-populated (2.6).

Note: Editing records is only permitted for records for which the user has permissions; based on their user profile.

![Figure 2.6](image)

B. To add a new Test Record, from the Test Record form (Figure 2.2), select the Create New TEST Tab. The blank Test – Add/Edit form displays (2.7).
C. Steps to enter a new Survey Record are as follows:
   a. Data fields preceded by an (M) require data entry.
   b. Enter optional fields, if information is known.
   c. Enter the **CAGE Code** of the company being reported on.
   d. Enter the **NSN**, which is made up of the Federal Supply Class (FSC) and national item identification number (NIIN), for material tested.
   e. Enter the **Issue Date**; the date the actual report was created.
   f. Enter a **Test Type Code** from the drop-down box provided.
   g. Choose a **Final Disposition** from the drop-down box provided that describes the result of the test.
   h. Enter the **Contract Number** for which the test was performed.
   i. If the test of the material met all contract and specification requirements select “Yes” in the **Satisfactory** drop-down, otherwise select “No”.
   j. Enter any specification to which the material tested was tested to in the **Material Specification** block.
k. In the **Narrative** block enter a summary of work performed and any amplifying information concerning the Test Record.

l. To add attachments, click the **Save & Add Attachment** button.
   
i. Follow the onscreen instructions to add or view attachments to the Test Record.
   
ii. When attachments have been successfully uploaded, the record will automatically be saved and the user returned to the Test Record page (Figure 2.3).

m. To save the record without attachments, click the **Save** button.

n. To cancel without saving any data since the last save action, click the **Cancel** button.

o. To spell check the information, click the **Spell Check** button.

### 2.3 Deleting Test Records

To delete an existing Test Record, the user should follow the search procedures in Section 2.1. Once the record is located, click the “Delete” link in the Delete column for the record of interest in Figure 2.3. Note that records can only be deleted if the user has edit rights, which are based on their user profile.

1. Click the Delete button, a pop up will appear to confirm the deletion. Click "OK" to affirm the record should be deleted. Click "Cancel" to cancel the request.

2. To print a copy of what is to be deleted, click the Print button at the top of the page.

3. To abort the delete, click the Cancel button at the top of the page.
3 SPECIAL QUALITY DATA (SQD) RECORDS

3.1 Searching and Viewing Special Quality Data Records

A. From the PDREP Main Menu (Figure 3.1), click the “Special Quality Data” link. If the “Special Quality Data” link does not appear on the PDREP Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. 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.

Figure 3.1
B. The **Special Quality Data** interface displays (Figure 3.2).

![Figure 3.2](image)

C. Enter the Reporting Activity and/or Serial Number to locate a specific PDREP Special Quality Data record. Users may enter only a Reporting Activity when the serial number is not known.

D. Enter a Reporting Activity’s six character DoDAAC, or a company’s five character CAGE Code, or the record’s unique identifying Serial Number.

E. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results base on the ‘Issue Date’ of the record. The Issue Date refers to the date the Special Quality Data record was completed in the PDREP-AIS.

F. Click the **Search** button. The results of the search will display below the **Search** button as shown in Figure 3.3.

![Figure 3.3](image)
G. Clicking the “Activity - Serial Number” link for the record of interest will display the “Special Quality Data – View Data” form (Figure 3.4).

![Figure 3.4](image)

H. To return to the previous screen click the Back button.

I. To print the displayed data click the Print button.

3.2 Add or Edit Special Quality Data Records

A. To edit an existing Special Quality Data Record, the user should follow the search procedures in Section 3.1 to locate a specific record. Once the record is located, click the “Edit” link (Figure 3.3) for the record of interest. The user is then directed to the existing “Special Quality Data – Add/Edit” form where the fields have been pre-populated (Figure 3.5).

Notes: Records can only be deleted if the user has edit rights, which are based on their user profile. Use spell check to check Narrative spelling.
B. To add a new Special Quality Data record, from the “Special Quality Data” form (Figure 3.3), select the **Create New SQD Tab**. The “Special Quality Data – Add/Edit” form displays (Figure 3.6).
C. To enter data into the Special Quality Data record, follow the instructions below:
   a. Data fields preceded by an (M) require data entry.
   b. Enter optional fields, if information is known.
   c. Enter the CAGE Code of the company being reported on.
   d. Enter an Issue Date.
   e. Enter a Completion Date.
   f. In the Narrative block enter a summary of work performed and any amplifying information concerning the Special Quality Data Record.
   g. To add a Federal Supply Class (FSC), enter the FSC and click the Add FSC button. To remove an FSC from the list, highlight the FSC and click Remove FSC button.
   h. To add attachments, click the Save & Add Attachment button and follow the onscreen instructions to add or view attachments to the Special Quality Data Record.
   i. To save the record, click the Save button.
   j. To cancel the process, click Cancel button.
   k. To spell check the information click Spell Check.

3.3 Deleting Special Quality Data Records

A. To delete an existing Special Quality Data, the user should follow the search procedures in Section 3.1. Once the record is located, click the “Delete” link in the “Delete” column of the results for the record of interest (Figure 3.3). Note that records can only be deleted if the user has edit rights, which are based on their user profile.

B. Click the Delete button, a pop up will appear to confirm the deletion. Click "OK" to affirm the record should be deleted. Click "Cancel" to cancel the request.

C. To print a copy of what is to be deleted, click the Print button at the top of the page.

D. To abort the delete, click the Cancel button at the top of the page.
SUMMARY
This concludes the PDREP Survey, Test Record, and Special Quality Data 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