Product Data Reporting and Evaluation Program (PDREP)

Warranty and Source of Repair Tracking

User Guide
26 Jan 2019
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Click link and hold "CTRL" key 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 Warranty and Source of Repair search 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:

a. Department of Defense Warranty Guide (Click Here)
INTRODUCTION

This document is intended to assist the Department of Defense in the Warranty development and implementation within PDREP.

Federal Acquisition Regulation (FAR) 46.7 states that “the use of warranties is not mandatory.” However, if the benefits to be derived from the warranty are commensurate with the cost of the warranty, the Contracting Officer (CO) should consider placing it in the contract.

Defense Federal Acquisition Regulation Supplement (DFARS) 246.704 sets forth the following: “The Chief of the Contracting Office must approve use of a warranty, except in acquisitions for: (1) Commercial items; (2) Technical data, unless the warranty provides for extended liability; (3) Supplies and services in fixed-price type contracts containing quality assurance provisions that reference higher-level contract quality requirements; or (4) Supplies and services in construction contracts when using the warranties that are contained in Federal, military or construction guide specifications.” The Chief of the Contracting Office shall approve the use of a warranty only when the benefits are expected to outweigh the cost.

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

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.
1 VIEWING THE WARRANTY LIST

The Warranty List is based on several parameters. The contract number is the mandatory field that the information is accessed. The more data that is entered will only truncate the search more.

a. After logging into PDREP, the home screen will appear (Figure 1.1). Select the “Warranty/SOR Search” link on the bottom left column under the ‘PDREP SEARCHES” heading. This will take you to the “Warranty Search” page (Figure 1.2).

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- PDREP Home
- Submit Feedback
- External Links
- PDREP Manuals

**PDREP APPLICATIONS**
- Contract Award and Delivery Data (CAD)
- Corrective Action Request (CAR)
- Material Inspection Record (MIR)
- Product Quality Deficiency Report (PQDR)
- Ship Set Program (SSP)
- Special Quality Data (SOD)
- Supply Discrepancy Report (SDR)
- Supplier Audit Program (SAP)
- Supplier Survey (Pre/Post Award)
- Test Records

**PDREP SEARCHES**
- Ad Hoc Search
- Bulletin Search
- CAGE Search
- DODAAC Search
- DUNS Search
- Feedback Search
- FSC Search
- GIDEPE Search
- Level 1/SubSafe Search
- NSN Search
- PDREP Search
- PQR Search
- Qualified Product List Search
- Requisition Search
- Routing Identifier Code Search
- SAP Search
- SDR Search
- SW Search
- User Search
- Warranty/SOR Search

**PDREP REPORTS**
- Contractor Profile
- Material Profile
- NAVSUP 874 Reports
- NAVSUP 854 Reports
- NAVSUP Level 1 Reports

**PDREP PARTNER REPORTS**
- DCIS Summary Report
- NASA Reports
- DLA Reports

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*PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version: 5.0.17, Build Date: 09/18/2014
Phone: (207) 436-1690 Email Technical Support
Monday, 21st March, 2016*

**Figure 1.1**
b. Enter search criteria on the “Warranty Search” page (Figure 1.2) as required.

**Figure 1.2**

1. Enter the Contract Number (Mandatory)
2. Enter the Order Number (Optional)
3. Enter Start Date using format MM/DD/YYYY (Optional)
4. Enter End Date using format MM/DD/YYYY (Optional)
5. Enter CAGE Code (Optional)
6. Enter Warranty UII(s) (Optional)
   a. Select “Manual Entry” or “Scan Barcodes” radio button
   b. Enter UII or scan barcode in box under radio buttons.
   c. Select “Add UII to List” button. This will add the entry to the Warranty UII(s) field.
   c. Select the "Search" button. If no validation errors occurred, either a results table will appear at the bottom of the page (Figure 1.3) or a “No Data Found” will be returned.
   d. If an error is made in the search criteria, select the “Reset” button. This clears the table and allows the user to restart entering search criteria.
e. To view details on contract, click “View Detail” link on Figure 1.3 This will allow you to look at all records that are associated with the contract number entered.
Figure 1.4

Note: This list can be downloaded to Excel and PDF. This is done by clicking “here” on respective links (Figure 1.4). To look at individual records, click on “Warranty Item UII” link.

a. To view Source of Repair (SOR) on contract click “Source of Repair Search” link on Figure 1.3 and then click “Search” link on (Figure 1.5).
b. From Figure 1.5 will be led to Figure 1.6 (shown below) and given the SOR data that is connected with the warranty data list.

Figure 1.6

Click on Contract Number to see SOR data, Figure 1.7 will show next screen.
Note: This list can be downloaded to Excel and PDF. This is done by clicking “here” on respective links.

2 EZ Warranty

a. The EZ Warranty and Source of Repair (SOR) are for those individuals that cannot gain access to PDREP applications. The EZ Warranty Module is designed for the user to develop a PDF from and Excel spreadsheet.

1. To get to the EZ Warranty application, please go to https://www.pdrep.csd.disa.mil/.
2. In Figure 2.1, please click on EZ PQDR Logon link on left hand side of page.

3. Consent Banner will appear. Accept will allow you to continue, Decline and it will bring you back to PDREP Home Page.

4. After clicking the Accept, Figure 2.2 below will appear

![Figure 2.2](image)

5. On the EZ Product Data Reporting (EzPDR) Home screen you will select the Warranty tab. See Figure 6.1
6. Template Download
   A. To download Warranty Tracking Information excel template click on WTI link under Excel Download Link and fill in with data then save in personal file folder.
   B. To download Warranty Tracking Information excel template click on SOR link under Excel Download Link and fill in with data then save in personal file folder.

7. Template Upload
   A. Taking the file (WTI or SOR) is done by clicking the browse button and locating the saved file.
      a. This process is to convert the uploaded excel template to PDF.
   B. Select file type of file that is being uploaded, see Figure 2.3 below.
C. Then click upload.

D. File should appear in the PDF Download section, see Figure 2.4
8. To view/download PDF click on link on right under heading “Download PDF Link”.
   a. This will allow you to save PDF to personal files and route file per given instructions.
   b. Warranty and SOR information will be automatically uploaded to PDREP.

**Figure 2.4**
3 SUMMARY

a. This concludes the Warranty and Source of Repair search instruction. The PDREP Customer Service 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