Prime Contractor Module

User Guide
29 January 2025

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*Hold the 'CTRL' key and click on paragraph to follow link

FOREWORD

This user guide provides information concerning the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Product Quality Deficiency Report module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system. All Controlled Unclassified Information (CUI) markings are intended for instructional use of the system to highlight features. No material within this document is CUI.

REFERENCES

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Defense Federal Acquisition Regulation Supplement Parts 209, 242, 246 and 252
- Defense Logistics Management Standards 4000.25, Chapter 24
- Defense Logistics Agency Regulations 4155.24
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 5000.2E
- Secretary of Navy Instruction 4855.3
- Secretary of Navy Instruction 4855.5
- DoD 5000.2
- DoDI 5200.48 and DoDI 52.0049
- NAVSO P3683
- AR 702-7-1
- AF(I) 21-115
- DCMA Manual 2301-06r

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Product Quality Deficiency Report module.

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

Obtaining Access:

- **First Time Users**

  First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the Request Access link located in the top ribbon for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

  Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

NSLC Portsmouth Help Desk

Contact us via submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application. You do not need access to a PDREP-AIS application to submit a JIRA Help Desk ticket.
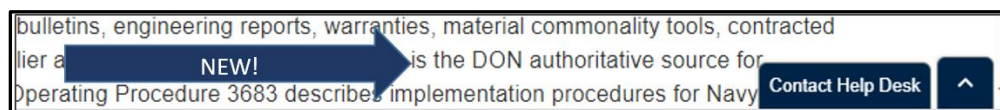
Mailing Address
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

1 ACCESSING PDREP-AIS

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

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

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

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

2 PRIME CONTRACTOR MAIN MENU OPTIONS

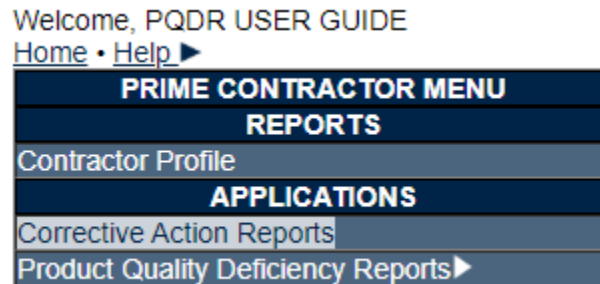A. The Product Data Reporting and Evaluation Program (PDREP) – Contractor Menu webpage displays (See **Figure 2.1**).

Figure 2.1

B. The following functions are available to the contractor:

1. **Contractor Profile:** This is a search tool that allows the contractor to run a report that summarizes their past performance information contained in the PDREP-AIS (See **Figure 2.1**).

2. **Corrective Action Requests (CAR):** This allows the contractor to reply a CAR submitted to them by a USG activity (See **Figure 2.1**).

3. **Product Quality Deficiency Reports (PQDR):** This allows the contractor to function as an originator of a PQDR, or to provide additional information concerning product quality deficiencies when requested to by a support point (See **Figure 2.2**).

Figure 2.2

4. **Supply Discrepancy Reports (SDR):** This allows the contractor to function as an originator or action point to investigate and resolve supply discrepancies related to issues with packaging and/or shipping (See **Figure 2.3**).

Figure 2.3

5. **Supplier Audit Program (SAP):** If a USG prime contractor participates in the PDREP Prime Contractor Partnership Program and is a member of the shared supplier audit group, this feature allows contractors to submit its audits of suppliers and also to review previously recorded supplier audits conducted by the USG or other PCP participants. The Prime Contractor can only view another's contractors' data when the company has provided expressed, written, permission to PDREP for another company to view its data (See **Figure 2.4**).

Figure 2.4

6. **Material Inspection Reports (MIR):** Prime contractors may view any technical receipt inspection records in the PDREP-AIS when an inspection record identifies any of their company's CAGE's and are listed in their user profile.

3 CORRECTIVE ACTION REQUESTS (CAR) FIGURE 3.1

A. The following functions are available to the contractor within the CAR module:

1. Review or process CARs for any CAGE assigned to your user profile.

2. Select the CAGE Code drop down to select the CAGE to review or process CARS.

3. Select a status type (See **Figure 3.2**) to search.

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

C. The results of the search will appear, reference **Figure 3.3**.

Figure 3.1

Figure 3.2

Figure 3.3

D. The results of the search will appear, reference **Figure 3.3**.

E. Select the click 'Here' link to download the results to a spreadsheet.

Print   Back

Corrective Action Request - View

CAR Number: CPARS-2017-10
Reporting Activity: 0CPARS
CAR Issue Date: 02/07/2018
CAR Level: 1

Contract Information

CAGE Code: CPARS
Name: TEST CAGE TEST <, >, &.
Email: @navy.mil   Phone:
Prime Ctr: Plant Ctr:
P.O. Number: Contract #:
O.I. Number:

Item

COG	FSC	NIIN	SMIC

NSN:
Part Number:
Nomenclature:

Deficiency Identified

Code/Literal: 2 -
test
Response Due Date: 03/07/2018

QAR Review

Cause Code:
Correction Action Code:
Preventive Action Code:
Response Accepted:
Remarks:

Follow-up

Follow-up due date:
Follow-up:
Follow-up completion date:

Figure 3.4

F. Clicking the link under the CAR Serial# heading display a view of the CAR, (reference **Figure 3.4**).

G. Click the Print button to print the view.

H. Click the Back button to go back to the previous page you were viewing.

I. On the Corrective Action Request Worklist, clicking the 'Input CAR Response' link under the Respond to QAR Heading permits a Prime Contractor to respond to a CAR submitted to the company.

Corrective Action Request - Contractors Response

Instructions
1. All narratives are 2000 characters long.
2. To save record, click **Save**
3. To cancel the process, click **Cancel**.
4. To forward response to DCMA QAR, click **Fwd to DCMA**.

Reporting Activity 0CPARS
CAR Issue Date: 02/07/2018
CAR Level: 1
Year: 2017
Serial Number 2017-10

Contract, P.O., O.I. Number

P.O. Number:
Contract #:
O.I. Number:

Item

	COG	FSC	NIIN	SMIC
NSN:				
Part Number:				
Nomenclature:				

Deficency/Discrepancy/Remarks
Issue identified

Code/Literal: 2 -
test

Response Item

1 . Root cause of the non-conformance :

(M) Response:

2 . Extent of non-conformance of work in-progress and shipped product :

(M) Response:

3 . Specific action(s) planned to resolve the cause of the non-conformance :

(M) Response:

Completed action for this CAR: -SELECT- ▼
(M) Expected completion date:

| Save Draft | Save and Exit | Forward to DCMA | Cancel | Add Attachments |

Figure 3.5

J. To respond to the CAR, the Prime Contractor may enter comment in Block 2. Extent of non-conformance of work in-progress and shipped product.

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

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

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

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

O. Clicking the Cancel button, save no data since the last save action and returns the sure to the CAR Worklist.

P. Click the Forward to DCMA button, save the CAR data entered on the web page and the record can no longer be updated by the Prime Contractor. The record is now sent to the DCMA Point of Contact for review.

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

UPLOAD ATTACHMENTS

Application Module: CAR
Key Info: CPARS-2017-10

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

File Name	Description	Comments	Added Date	Uploaded By	Edit Description /Comments	Delete Attachment
CPARS_2017_10.pdf	Corrective Action Request : LEVEL I	Corrective Action Request : LEVEL I	02/07/2018		Edit	Delete

Add New Attachment   Back

Figure 3.6

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

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

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

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

V. 23 To CC personnel, enter an email address in the CC Email block.

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

X. Click the Send button to send the correspondence.

Y. To abort and not send an email, click the Cancel button.

Instructions
1. Enter **CC** if required.
2. Enter **Message**
3. Click **Send** to send the message to QAR
4. Click **Cancel** to returns

Serial Number: CPARS-2017-10
CAR Level: 1
QAR Email Address:
CC Email:

Message: (This message will appear in the email that is sent but will not be saved in the database)

Send   Cancel

Figure 3.7

4 CONTRACTOR PROFILE

A. Click on the link for 'Contractor Profile' on the Contractor Menu and **Figure 4.1** will display.

Figure 4.1

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

C. Check the 'Narratives' box to include additional narratives on the resulting Contractor Profile Report.

D. Change the end date and radial selector to change the date range of the report. The default is today's date and going back three years.

E. Included in the report results is a list of data points contained in the PDREP-AIS. Please note that all some or none of this data may appear based on whether there are any reports to be displayed for the time frame and company selected. See **Figure 3.2** for an expert of what a sample report might look like.

1. DCMA Facility Oversight/Surveillance Plan info.

2. Corrective Action Reports.

3. Material inspection Reports.

4. Product Quality Deficiency Reports.

5. Supply Discrepancy Reports.

6. PPIRS-SR NG and PPIRS-RC data.

Contractor Profile

Print   Back   Download PDF

```
                PRODUCT DATA REPORTING AND EVALUATION PROGRAM
                             CONTRACTOR PROFILE
                               RUN 19-SEP-19


                    FOR PERIOD: 19-SEP-18 TO 19-SEP-19


        NAME:  TEST CAGE TEST <, >, &.              CAGE CODE:  CPARS
               TEST CAGE TEST <, >, &.
               TEST CAGE TEST <, >, &.
     ADDRESS:  TEST CAGE TEST <, >, &.                 ENTITY:
               TEST CAGE TEST <, >, &.                   DUNS:
                                                        PHONE:
               TEST CAGE TEST <, >, &                  SYSCOM:  ALL
  CAO'S NAME:                                           DODAAC:
GENERIC FSC:  ALL                                     FSC CODE:  ALL

***********************************************************************************
QUALIFIED PRODUCTS LIST (QPL)
```

Figure 4.2

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5 SUPPLY DISCREPANCY REPORTS (SDR)

A. Click on the link for 'Supply Discrepancy Reports' on the Contractor Menu. **Figure 5.1** is an example of what will display.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home · Help ▶   User Profile: PQDR USER GUIDE ▶ · Logout

SDR Worklist   Create New SDR

SDR - WorkList

Instructions
1. Click 'Search' to view SDR worklist.
2. Click 'Create New' to create a new SDR.

Assigned DODAACs/CAGE Codes: 0CPARS ▾

Show Worklist for: Reporting ▾

Status: All Open SDRs ▾

Search

Record count: 4

Report No.	Req No.	Initiator	Prep Date	Orig Release Date	Originator	Action Point	Action Point Due Date	Action Point Response Date	Last Modification Date	Last Follow Up	Overdue
0CPARS120003			09/11/2012		0CPARS		11/10/2012		11/28/2012		2504
0CPARS120004			09/17/2012	09/17/2012	0CPARS		11/16/2012		11/28/2012		2498
0CPARS130001			01/18/2013	01/18/2013	0CPARS		03/19/2013		01/18/2013		2375
0CPARS170002			03/23/2017	03/23/2017	0CPARS		05/22/2017		03/23/2017		850

Figure 5.1

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

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

D. Select the type of Worklist to view from the 'Show Worklist for' drop down selections:

1. **Reporting:** Records where your CAGE or DoDAAC was used to report the SDR.

2. **Originator:** Records where your CAGE or DoDAAC was used to create the SDR.

3. **Action:** Records where your CAGE or DoDAAC is assigned as the Action Point.

E. Select a Status for the searched records you're interested in from the Status drop down selections provided:

1. **All Open SDRs:** Lists all open SDRs.

2. **Originator Unreleased:** Lists all draft SDRs.

3. **Originator Review:** Lists all SDRs that were replied to by another action point and are ready for your review and possible closure.

4. **Reply to Originator:** Lists SDRs that you have not yet provided a reply to the originator.

5. **Replied:** Lists SDRs that you've reply to as an action point.

6. **Active:** Lists open SDRs that you've replied to or may need to reply to.

F. Once the criteria are set, click Search to locate existing records and the Worklist will display below the Search Button (See **Figure 5.1**).

G. To review a specific SDR click the link under the Report No. heading and you will be redirected to the specific SDR. To update data or complete the action point investigation, click the Action Point link under the CHOOSE LEVEL heading (See **Figure 5.2)**. Please refer to the SDR User Guide for detailed instructions on filling out the action point web page.

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

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

Figure 5.2

6 PRODUCT QUALITY DEFICIENCY REPORTS

A. Click on the link for 'Product Quality Deficiency Reports' on the Prime Contractor Menu and the webpage shown in **Figure 6.1** will display.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: PQDR USER GUIDE ▶ • Logout

PQDR Worklist   Create New PQDR   PQDR Search/Reports

PQDR Worklist

Instructions
1. Select 'Show Worklist for'
2. Select 'Status'
4. Click 'Search' to view the worklist.

Show Worklist for: Originator ▼
Assigned DODAACs: ▼
CAGE Codes: ▼
Status: Action Required ▼

Search

Figure 6.1

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

C. **Show Worklist for:** This will default to 'Contractor'.

   1. **Contractor Worklist:** will return PQDRs where the CAGE code for the contractor currently logged in appears in block 7b of the SF-368. If the subject contractor has subsidiary CAGE codes defined in SAM then entering ALL in the 'CAGE Code' field will return records for the contractor and all defined subsidiaries.

   2. **Originator Worklist:** will return PQDRs where the Originator in block 1a of the SF-368 is the contractor or a defined subsidiary. These would be PQDRs submitted by the contractor for items of Government Furnished Material that were found deficient.

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

E. **Status:** This will default to 'Action Required'. This selection when used at the Contractor level will return PQDRs for which investigation results have not yet been finalized by the government investigator at the Action or Support Point level and the 'Vendor CAGE' is entered in block 9, a 'GOVT Investigator' on the PQDRs POC list, a 'KTR Investigator 'matching the Vendor CAGE is entered on the PQDR POC list, and the DCMA support point has entered sent the 'Notice of Defect' was sent the contractor.

F. 'Action Required' at the Originator level will return PQDRs that have been initiated by the contractor but not yet released to a government Screening Point for review, validation and investigation. Other available statuses include:

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

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

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

G. Click the 'Search' button to display or refresh the Worklist.

6.1 PQDR WORKLIST FOR CONTRACTOR

A. A sample of the output for the Worklist at the Contractor level appears in **Figure 6.2**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)									

Home • Help ▶   User Profile: PQDR USER GUIDE ▶ • Logout

PQDR Worklist   Create New PQDR   PQDR Search/Reports

PQDR Worklist

Instructions
1. Select 'Show Worklist for'
2. Select 'Status'
4. Click 'Search' to view the worklist.

Show Worklist for: Originator ▾
Assigned DODAACs: 0CPARS ▾
CAGE Codes: ▾
Status: All ▾

Search

RCN	CAGE	Contract Number/ Requisition Number	NSN	Status	View 1227	Send Message to	POC	Attachments	Delete
0CPARS-09-0001	3JEU1	/	4520	ACTIVE	View 1227		View POC	Add/View Attachments	
0CPARS-02-2951		/	4520	ACTIVE	View 1227		View POC	Add/View Attachments	
0CPARS-01-0001		/	4520	ACTIVE	View 1227		View POC	Add/View Attachments	

Figure 6.2

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

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

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

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

F. **Status:** The current status of the investigation will appear here.

G. **Input 1227:** This column will appear only on the 'Action Required' view of the Worklist. If the PQDR is available to the contractor for action, then the contractor can enter information into the fields on the 1227 Investigation Report form where contractor responses are documented. The fields available to the contractor are:

1. Blocks 12a-c, documenting the root cause and party responsible for the deficiency.
2. Blocks 13a-b, documenting corrective and preventive action taken by the contractor.
3. Block 15, evaluating the impact of the deficiency on current production.
4. Block 16, documenting the contractor's position with regard to repair or replacement and disposition of the deficient item or exhibit.

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

H. Click the 'Input 1227' link and the page shown in **Figure 6.3** will display.

Contractor - Input 1227 Data

Instructions
1. All narratives are 2000 characters long
2. To save the record, click **Save**
3. To cancel the process, click **Cancel**
(Note: Cloning will overwrite current 1227 data and all defect codes,
except recovery value, with cloned 1227 data and cloned defect codes)

Reporting Activity: N45112
Report Control Number: 177949
Deficiency Discoverd Date: 09/22/2017
Originator Description of Deficiency: SFSDFSDAF

12. Cause of Deficiency:

13. Corrective Action Taken (Contractor):

15. Contractors Evaluation on Production:

16. Contractor Position:

Save   Cancel

Figure 6.3

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

J.   Additional actions available from the Worklist page include:

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

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

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

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

6.2 PQDR WORKLIST FOR ORIGINATOR

A. A sample of the Worklist output at the Originator level appears in **Figure 6.4**.

				PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)					
Home · Help ▶						User Profile: PQDR USER GUIDE ▶ · Logout			
PQDR Worklist		Create New PQDR		PQDR Search/Reports					

PQDR Worklist

Instructions
1. Select 'Show Worklist for'
2. Select 'Status'
4. Click 'Search' to view the worklist.

Show Worklist for: Originator ▼
Assigned DODAACs: ▼
CAGE Codes: CPARS ▼
Status: Action Required ▼

Search

RCN	Complete	CAGE	Contract Number/ Requisition Number	NSN	Status	View 1227	Send Message to	POC	Attachments	Delete
-0020	Complete PQDR	CPARS	/	9999	ACTIVE	View 1227		View POC	Add/View Attachments	Delete
-7937	Complete PQDR	CPARS	/	9999	ACTIVE	View 1227		View POC	Add/View Attachments	Delete

Figure 6.4

B. The columns and actions available here differ only slightly from the Contractor Worklist. The 'Action Required' version of the Originator Worklist will include only PQDRs not yet

forwarded to a government Screening Point for review and investigation. Two things distinguish this version of the work list:

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

2. **Send Message to:** This column will always be blank on the Originator's 'Action Required' Worklist as no investigators can be assigned prior to the forwarding of the PQDR to the Screening Point.

6.3 CREATE NEW PQDR

A. To create and submit a new PQDR click the 'Create New PQDR' from the fly of the 'Product Quality Deficiency Reports' and you'll navigate to the screen in **Figure 6.5**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home · Help ▶   User Profile: PQDR USER GUIDE ▶ · Logout
Create New PQDR

Instructions
(M) denotes a mandatory field
1. Enter RCN, which includes DODAAC, Year, and Serial Number.
2. You may optionally enter Requisition Number, FSC, and/or NIIN.
3. When entering a Requisition Number, include the suffix if available.
4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
6. Click **Create New PQDR** to create PQDR.
7. Selecting underlined items will provide help for that item

PQDR information if using same serialization:
Last Used RCN by
Last Used RCN for Activity

(M) DODAAC: ⬥   (M) Year: ⬥   (M) Serial Number: ⬥
(M) RCN: ⬥ [   ]   [   ]   [   ]
Requisition Number: ⬥ [   ]
FSC: ⬥ [   ]   NIIN: ⬥ [   ]
DoD Unique Item Identifier: ⬥   ◉ Manual Entry ○ Scan Barcodes
[   ] [Add UII]
[Create New PQDR]

Figure 6.5

B. Enter all the mandatory data on the Create New PQDR form and when complete, click the Create New PQDR button. You'll be navigated then to the SF 368 PQDR form.

Refer to the PQDR Originators user guide for further instructions related to PQDR processing.

Create New PQDR

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To save the record, click **Save Draft**
5. To forward PQDR to a Screening Point, click **Submit PQDR**
6. To cancel the process, click **Cancel**
7. Selecting underlined items will provide help for that item

[Cancel] [Add/View Attachments] [Save Draft] [Process As Local Purchase] [Submit PQDR]

Last Used RCN by   **for Activity : None found**
Last Used RCN for Activity : None found

(M)   Category: ○ CAT I ● CAT II

     Sub-Category: [<SELECT> ▼]

                Activity   Year   S/N
(M)   Report Control Number: [   ] - [20] - [0010]

(M)   Date
     01/24/2020

(M) 1a. From
     SYSCOM: [1-NAVSEA ▼]

     DODAAC:
     Activity Name:
     Address:
     City,State,Zip:

(M) 1b. Originator
     Name   Telephone Number   Email Address
     [USER GUIDE]   [   ]   [   ]
     ☐ Use Originator's Profile address as Originator Address

Figure 6.6

6.4 PQDR/SEARCH REPORTS

A. To search PQDRs click the 'PQDR/Search Reports' from the fly of the 'Product Quality Deficiency Reports' and you'll navigate to the search screens.

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: PQDR USER GUIDE ▶ • Logout

| PQDR Worklist | Create New PQDR | PQDR Search/Reports |

| RCN Search | NIIN/Contract Search |

PQDR - RCN Search
Instructions
(M) denotes a mandatory field
1. Enter at least the first 8 characters of your search
Note: Search returns QDRs where the Activity is one of your assigned DODAACs or
where the Vendor or Manufacturer Cage Code is one of your assigned Cage Codes.

(M) RCN Number: [_____]

[Search]

Figure 6.7

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: PQDR USER GUIDE ▶ • Logout

| PQDR Worklist | Create New PQDR | PQDR Search/Reports |

| RCN Search | NIIN/Contract Search |

PQDR - NIIN/Contract Search
Instructions
(M) denotes a mandatory field
1. You must enter **Start Date**, **End Date** and at least one other field
2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Start Date: 09/19/2016   **(M) End Date:** 09/19/2019

Requisition #: [_____]   **Contract #:** [_____]   **Part #:** [_____]
NIIN: [_____]   **FSC:** [_____]   **COG:** [_____]
SMIC: [_____]   **CAGE Code:** [_____]

[Search]

Figure 6.8

7 SUPPLIER AUDIT PROGRAM (SAP)

A. Click on the link for Input tab on the Contractor Menu and the webpage shown in **Figure 7.1** will display.

B. Your company CAGE is automatically filled in click the 'Search' button and your company's supplier audits will be displayed below the button. (See **Figure 7.1**).

Figure 7.1

C. Click the link below the 'Audit Id' column of the results and you'll be direct to a read only display of the audit (See **Figure 7.2**).

Print   Back

Supplier Audit Program - View
Date: 09/19/2019

Audit Originator:	Last Updated:
Audit I.D. No.:	CAGE Code:
Supplier Name:	
Address Audited:	

Date Audited:	
Audited By:	
Phone:	Fax:

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

Supplier Personnel Contacted:

Name	Title	Phone	Fax
ASF	SFASDF	ASDFASDF	

Process(es) Audited this Date	Result	Sub-Contractor CAGE
02 - HYDROSTATIC TESTING	NOT APPLICABLE	

Inspection System Indicator:	
Calibration System Indicator:	
Supplier Product/Capability Overview:	
Auditor Overall Assessment:	
Audit Results:	
Auditor's Date:	
Applicable Corrective Action Report Number(s):	
Response Due Date:	
Follow-up Required?	
Deficiency(ies) Requiring Corrective Action:	
Corrective Action Complete?	
Alert-Indicate Systemic Problem:	
Alert Date:	
Alert Reason:	
Auditor's Notes:	

Print   Back

Figure 7.2

D. Click on the link for Audit Report tab on the Contractor Menu and the webpage shown in **Figure 7.3** will display.

1. To Run a Report, the user must enter a CAGE or DODAAC and click the Run Report button.

2. To receive a return of matching results the Prime Contractor user must also have the CAGE listed in their profile authorizing a view of the data or matching DoDAAC listed in the user profile showing that their company entered the data if there is NOT a CAGE match with their profile.

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: 09/19/2016   **(M) End Date:** 09/19/2019

CAGE Code: **Audit Activity(DODAAC):**

Alert Only: ☐

(M) Audit Status:

☐ Show Pending Audits Only
OR
Selected COMPLETED Audit Items

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 L
02 - HYDROSTATIC TESTING
03 - NON-DESTRUCTIVE TESTING
03L - HII/EB NDT LITE
04 - CALIBRATION
05 - INSPECTION AND TESTING
06 - MATERIAL CONTROL (INCLUDII
07 - DOCUMENT AND DATA CONTR
08 - PAINTING AND SURFACE PREF
09 - CNTRL SUPPLIER/SUBS FLOWI

Add Processes >>

<< Delete Processes

No columns selected

Run Report

Figure 7.3

8 MATERIAL INSPECTION RECORD (MIR)

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

B. After completing a search, the results appear underneath the search criteria area (See **Figure 8.1**).

C. Clicking the link provides a view of the inspection record.

Figure 8.1

9 ENGINEERING REFERRAL SYSTEM (ERS)

A. Prime Contractors that have been assigned as a cognizant engineering group for certain materials can have access to the Engineering Referral System to provide disposition on ERs submitted to them.

B. See the ERS User Guide found here for detailed information on how the Prime Contractor portion of ERS works.

10 CUI

DoDI 5200.48 Section 3.3 Handling Requirements, b.
> Original classification authorities (OCAs) will determine if aggregated CUI under their control should be classified in accordance with Volume 1 of DoDM 5200.01 and will confirm the relevant SCGs address the compilation.

The PQDR application considers a PQDR RCN aggregate of data, therefore, CUI handling is restricted to within the application. CUI designation is incumbent on the individual submitting an attachment to the RCN. Depending on the applied CUI Marking and Limited Distribution Control (LDC) that is selected, appropriate restrictions will change access for some POCs on the record to see the attached item. If CUI marking and an LDC is assigned to the document, the attachment will be restricted within the confines of the IT system and cannot be emailed.

The user continues to have the ability to download and share where appropriate with encryption.

11 SUMMARY

This concludes the PQDR submission instructions for PQDR Screening Point user guide.

Content provided within this document is maintained by the PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding PQDR application, or this guide should be directed to the PDREP Customer Support Desk.

NSLC Portsmouth Help Desk.

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.