Search Tools

User Guide
23 MAY 2020
# Table of Contents

FOREWORD ........................................................................................................................ 3  
REFERENCES:..................................................................................................................... 3  
INTRODUCTION.................................................................................................................. 4  
1 MAIN PDREP APPLICATION SCREEN ........................................................................ 5  
   1.1 FINDING THE SUB LINKS .................................................................................................. 6  
   1.2 ACCESSING THE SEARCH TOOLS ................................................................................. 6  
2 CAGE ............................................................................................................................ 7  
   2.1 CAGE SEARCH ................................................................................................................. 7  
   2.2 CAGE AD HOC REPORTS .................................................................................................. 8  
3 DODAAC ....................................................................................................................... 9  
   3.1 DODAAC SEARCH .......................................................................................................... 9  
   3.2 DODAAC AD HOC REPORTS .......................................................................................... 10  
4 DUNS .......................................................................................................................... 11  
   4.1 DUNS SEARCH .............................................................................................................. 11  
   4.2 DUNS AD HOC REPORTS .............................................................................................. 12  
5 FSC ............................................................................................................................. 13  
   5.1 FSC SEARCH .................................................................................................................. 13  
   5.2 FSC AD HOC REPORTS ................................................................................................... 14  
6 GIDEP ......................................................................................................................... 15  
   6.1 GIDEP SEARCH ............................................................................................................. 15  
   6.2 GIDEP AD HOC REPORTS ............................................................................................. 17  
7 NSN ............................................................................................................................. 18  
   7.1 NSN SEARCH ................................................................................................................ 18  
   7.2 NSN AD HOC REPORTS ............................................................................................... 19  
8 PDREP ........................................................................................................................ 20  
   8.1 PDREP SEARCH .......................................................................................................... 20  
9 REQUISITION ............................................................................................................. 28  
   9.1 REQUISITION SEARCH .............................................................................................. 28  
   9.2 REQUISITION AD HOC REPORTS .............................................................................. 30  
10 ROUTING IDENTIFIER CODE ................................................................................... 31  
   10.1 ROUTING IDENTIFIER CODE SEARCH ................................................................. 31  
   10.2 ROUTING IDENTIFIER CODE AD HOC REPORTS .................................................. 32  
11 USER ....................................................................................................................... 33  
   11.1 USER SEARCH .......................................................................................................... 33
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) Search Tools are designed to work in unison with existing DoD and DON policies and processes. Its purpose is to assist users with the functionality of the PDREP Search tools and to facilitate compliance with DoD and Navy policies.

The PDREP Search tools are designed to allow users to search records in PDREP's data warehouse. Proper use of the Search tools should facilitate the user’s ability to find and format data into their own unique formats for the generation of local reports and metrics.

The following Search tools are included in this guide:

**CAGE**: Tool to locate Contract and Government Entity Codes including company names and addresses.

**DODAAC**: Tool to locate Department of Defense Address Codes including organization names and addresses.

**DUNS**: Tool to locate Dun and Bradstreet Code including company names and addresses.

**FSC**: Tool to locate Federal Supply Class information.

**GIDEP**: Tool that searches Government-Industry Data Exchange Program records, that have been uploaded to PDREP, by DODAAC, serial number, or type.

**NSN**: Tool to locate basic National Stock Number data.

**PDREP**: Tool that searches and tabulates all available record types for PDREP, DLA, QEP, EBS, or ALL of the preceding for a within a specified date range.

**Requisition**: Tool to locate basic Army, Navy, and Marine Corp requisition information.

**Routing Identifier Code**: Tool to locate Routing Identifier Codes including organization names and addresses.

**User**: Tool to locate basic information regarding active PDREP-AIS users.

!!!ATTENTION!!!

The sample data used in this document is not real. It is data from a training system and must not be used for actual business purposes.

REFERENCES
None
INTRODUCTION

This document is intended to guide DoD personnel in the use of PDREP Search Tools.

The various Search Tools are accessible via the Product Data Reporting and Evaluation Program web page: https://www.pdrep.csd.disa.mil/

The search tools were created to enable users to locate reference data and individual records within each PDREP application, this permits users to create their own user defined metrics and reports.

First time PDREP users will need to submit a User Access request form. Instructions are available on the PDREP home page as linked above. Click on User Access Request for instructions on filling out an access request form. Follow additional directions on the form itself to submit the request for access to the PDREP team.

Existing PDREP users can submit an access change request. To do this, log into the PDREP-AIS and hover over '[Your Name]' in the upper right corner of the page and click ‘Access Change Request’. Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

Requests for assistance, improvement, or changes to any of the PDREP applications or the NSLC Detachment Portsmouth PDREP home page should be submitted to:

**Online in the PDREP Application**

If you are already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/

Hover over ‘Help’ link at the top of any PDREP page. Select the first option on the fly out to ‘Contact Help Desk with comment, question, or feedback.’

If you wish to provide suggestions to change PQDR or other PDREP-AIS modules, from the same Help menu, select the ‘Suggest a Change’ option. The Customer Service Request (CSR) form will open. Instructions for completion are located at the top of the form.

Also, visit our FAQ Page – your question(s) may be easily answered there.

**NSLC Portsmouth Help Desk**

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

**Mailing Address**

Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
1 MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP Home page will display (See Figure 1.1).

NOTE: Your PDREP home page view may be different depending on which applications/searches you have requested and are authorized for use.

*Please refer to PDREP User Access Request and Login Procedures.
1.1 FINDING THE SUB LINKS

Hovering your mouse pointer over any PDREP Search tool located on the lower left portion of the screen, and a list of sub links for that Search tool will appear (See Figure 1.2).

![Figure 1.2](image1)

1.2 ACCESSING THE SEARCH TOOLS

To access any of the Search tools, either select ‘XXXX Search’ from the main menu sub link, or click the ‘XXXX Search’ tab once in the Search tool (See Figure 1.3 & Figure 1.4).

![Figure 1.3](image2)

![Figure 1.4](image3)

NOTE: The Figures shown are from the CAGE Search; all the Search tools in this User’s Guide are accessed in the same manner unless otherwise noted.
2 CAGE

Contract and Government Entity (CAGE) search tool allows the user to find Vendor and Manufacturer codes utilized within PDREP applications. The CAGE codes receive a validation check against the PDREP database.

2.1 CAGE SEARCH

Using CAGE Search

A. After selecting ‘CAGE Search’, the VIEW Record(s) Screen will appear (See Figure 2.1).

![Figure 2.1](image1)

B. Enter the CAGE code in the ‘Cage Code:’ field (See Figure 2.2).

![Figure 2.2](image2)

C. Click on the ‘View Record’ button and the PDREP - CAGE CODE report appears (See Figure 2.3).

![Figure 2.3](image3)
Figure 2.3

D. The ‘Print’ button allows the user to print the report.

E. The ‘Back’ button will return the user to the CAGE Search Screen.

F. The ‘CAGE Lookup’ functionality is described in Section 12.

2.2 CAGE AD HOC REPORTS

Refer to Section 12 for guidance on the use of CAGE Ad Hoc Reports.
3 DODAAC

Department of Defense Activity Address Code (DODAAC) search allows the user to locate DoDAACs including organization names and addresses.

3.1 DODAAC SEARCH

Using DODAAC Search

A. After selecting ‘DODAAC Search’, the VIEW Record(s) Screen will appear (See Figure 3.1).

![Figure 3.1](image1)

B. Enter the DoDAAC in the ‘DODAAC:’ field (See Figure 3.2).

![Figure 3.2](image2)

C. Click on the ‘View Record’ button and the PDREP - DODAAC report appears (See Figure 3.3).
3.2 DODAAC AD HOC REPORTS

Refer to Section 12 for guidance on the use of DODAAC Ad Hoc Reports.

D. The ‘Print’ button allows the user to print the report.

E. The ‘Back’ button will return the user to the DODDAC Search Screen.

F. The ‘DODAAC Lookup’ button functionality is described in Section 12.
4  DUNS

Data Universal Numbering System (DUNS) Search tool allows the user to locate Dunn and Bradstreet Code including company names and addresses.

4.1 DUNS SEARCH

Using DUNS Search

A. After selecting ‘DUNS Search’, the DUNS Search screen will appear (See Figure 4.1).

B. Enter the DUNS or Company Name in the appropriate field (See Figure 4.2).

C. Click on the ‘Search’ button and the results of the query appear on the page (See Figure 4.3).
NOTE: Partial searches are supported in the either field but could produce results that exceed 10,000 records, which will require further refinement of the criteria.

D. Click the hyperlink (See Figure 4.3) and the PDREP - DUNS report appears (See Figure 4.4).

E. The ‘Print’ button allows the user to print the report.
F. The ‘Back’ button will return the user to the DUNS Search Screen.

4.2 DUNS AD HOC REPORTS
Refer to Section 12 for guidance on the use of DUNS Ad Hoc Reports.
5 FSC
Federal Supply Class (FSC) search tool allows the user to locate FSC descriptions and other information.

5.1 FSC SEARCH
Using FSC Search

A. After selecting ‘FSC Search’, the VIEW Record(s) Screen will appear (See Figure 5.1).

![Figure 5.1](image1)

B. Enter the FSC code in the ‘FSC:’ field (See Figure 5.2).

![Figure 5.2](image2)

C. Click on the ‘View Record’ button and the PDREP - FSC report appears (See Figure 5.3).

![Figure 5.3](image3)
D. The ‘Print’ button allows the user to print the report.
E. The ‘Back’ button will return the user to the FSC Search Screen.
F. The ‘FSC Lookup’ button functionality is described in Section 12.

5.2 FSC AD HOC REPORTS

Refer to Section 12 for guidance on the use of FSC Ad Hoc Reports.
6 GIDEP
Government - Industry Data Exchange Program (GIDEP) search tool searches for records by DODAAC, serial number, or type. The records are a modified version of the original record GIDEP application that are uploaded to PDREP. The full record may be found at the GIDEP website located at the web address: http://www.gidep.org/.

6.1 GIDEP SEARCH
Using GIDEP Search

A. After selecting ‘GIDEP Search’, the GIDEP Search Screen will appear (See Figure 6.1).

Figure 6.1

B. Enter the criteria for the search in the appropriate field and set a date range (See Figure 6.2).

Figure 6.2

15
C. Click on the ‘Search’ button and the results of the query appear below (See Figure 6.3).

![GIDEP Search](image)

*Figure 6.3*

D. The data may be downloaded to MS Excel by using the ‘GIDEP Search List Download: Click here to download data in Microsoft Excel format’ link (See Figure 6.3).

**NOTE:** Partial searches are supported in the serial number field but could produce results that exceed 10,000 records, which will require further refinement of the criteria.

E. Click the hyperlink (See Figure 6.3) and the PDREP - GIDEP ALERTS report appears (See Figure 6.4).
F. The ‘Print’ button allows the user to print the report.

G. The ‘Back’ button will return the user to the GIDEP Search Screen.

6.2 GIDEP AD HOC REPORTS

Refer to Section 12 for guidance on the use of GIDEP Ad Hoc Reports.

<table>
<thead>
<tr>
<th>NSN</th>
<th>CAGE Code</th>
<th>MFR Part #</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4820-004772210</td>
<td></td>
<td></td>
<td>VALVES NON PWRD</td>
</tr>
</tbody>
</table>
7 NSN
National Stock Number (NSN) search tool is used to locate NSN descriptions and other basic data.

7.1 NSN SEARCH
Using NSN Search
A. After selecting ‘NSN Search’, the NSN Search Screen will appear (See Figure 7.1).

![Figure 7.1](image1)

B. Enter the NSN in the ‘NSN’ field, a minimum of four characters is required (See Figure 7.2).

![Figure 7.2](image2)

C. Click on the ‘Search’ button and the results of the search will appear (See Figure 7.3).
D. Clicking on the hyperlink will return the PDREP-NSN report (See Figure 7.4).

E. The ‘Print’ button allows the user to print the report.

F. The ‘Back’ button will return the user to the NSN Search Screen.

G. The ‘NSN Lookup’ button functionality is described in Section 12.

7.2 NSN AD HOC REPORTS

Refer to Section 12 for guidance on the use of NSN Ad Hoc Reports.
8 PDREP
Product Deficiency Reporting and Evaluation Program (PDREP) search tool searches and tabulates all available record types for PDREP, DLA, QEP, EBS, or ALL of the preceding for a specified date range.

After successfully logging into the PDREP home page, select the ‘PDREP Search’ link on the left panel below ‘SEARCHES’ (See Figure 8.1).

![Figure 8.1](image)

8.1 PDREP SEARCH
Using PDREP Search

A. After selecting ‘PDREP Search’, the PDREP Search Screen will appear (See Figure 8.2).
B. Select a date range, the date range will default to a year from the current date (See Figure 8.2).

C. From the ‘Search By’ drop down box select a type of record to search (See Figure 8.3).
D. Enter a value for the search in the ‘Search For’ field (See Figure 8.4).

E. Select the desired output by selecting the radial button for PDREP or DLA-QNR (See Figure 8.4).
Figure 8.5

F. Click on Select ALL or Deselect ALL to add or remove search fields. This allows the search criteria to be narrowed down (See Figure 8.5).
G. Click on individual boxes to search for required fields (See Figure 8.6).

H. Click on the ‘Search’ button and the results of the search will appear. Figure 8.7, Figure 8.8 & Figure 8.9 show the number of records in PDREP and DLA-QNR respectively for the values entered in the search criteria.
## Figure 8.7

**Search Result - CAGE CODE**

<table>
<thead>
<tr>
<th>Records</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>API</td>
</tr>
<tr>
<td>0</td>
<td>BULLETINS</td>
</tr>
<tr>
<td>1</td>
<td>CARR</td>
</tr>
<tr>
<td>0</td>
<td>CONTRACT AWARD AND DELIVERY DATA</td>
</tr>
<tr>
<td>0</td>
<td>ETOOLS CAR</td>
</tr>
<tr>
<td>0</td>
<td>GIDEP ALERTS</td>
</tr>
<tr>
<td>0</td>
<td>LIMS</td>
</tr>
<tr>
<td>24</td>
<td>MATERIAL INSPECTION RECORDS</td>
</tr>
<tr>
<td>15</td>
<td>PRODUCT QUALITY DEFICIENCY REPORTS</td>
</tr>
<tr>
<td>0</td>
<td>QUALIFIED PRODUCTS LIST</td>
</tr>
<tr>
<td>0</td>
<td>REQUISITION</td>
</tr>
<tr>
<td>0</td>
<td>SPECIAL QUALITY DATA</td>
</tr>
<tr>
<td>0</td>
<td>SUPPLIER AUDIT PROGRAM</td>
</tr>
<tr>
<td>0</td>
<td>SUPPLY DISCREPANCY REPORT</td>
</tr>
<tr>
<td>0</td>
<td>SURVEYS</td>
</tr>
<tr>
<td>0</td>
<td>TEST REPORTS</td>
</tr>
<tr>
<td>1</td>
<td>WARRANTY TRACKING</td>
</tr>
</tbody>
</table>

Report Period 09/18/2018 to 09/18/2019
Run 09/18/2019

---

## Figure 8.8

**Search Result - CAGE CODE**

<table>
<thead>
<tr>
<th>Records</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>CONTRACT AWARD AND DELIVERY DATA</td>
</tr>
<tr>
<td>16</td>
<td>PRODUCT QUALITY DEFICIENCY REPORTS</td>
</tr>
<tr>
<td>0</td>
<td>SUPPLIER AUDIT PROGRAM</td>
</tr>
</tbody>
</table>

Report Period 06/02/2019 to 06/02/2020
Run 06/02/2020

---
I. Clicking the number hyperlink in the search results and the Search Detail screen will appear (See Figure 8.10).

J. Clicking the hyperlink in the first column shown in Figure 8.10 will bring the user to a view only version of the record selected (See Figure 8.11).
K. The ‘Print’ button shown on all screens allows the user to print the report.

L. The ‘Back’ button will return the user to the previous screen.

M. The ‘Code Lookup’ button (See **Figure 8.2**) may be used for Cage Code, DODAAC, FSC, NIIN or NSN and will bring the user to the lookup page for the code listed in the ‘Search By’ drop down box. (See **Figure 8.12**).

**Figure 8.11.**

**Figure 8.12**

**NOTE:** For specific instruction for each Look Up page, refer to **Section 12**.
9 REQUISITION
Requisition search tool is used to locate basic Army, navy, and Marine Corp requisition information.

9.1 REQUISITION SEARCH
Using Requisition Search

A. After selecting ‘Requisition Search’, the Requisition Search Screen will appear (See Figure 9.1).

![Figure 9.1](image1.png)

B. Enter the Requisition number in the ‘Requisition:' field (See Figure 9.2).

![Figure 9.2](image2.png)

C. Click on the ‘Search’ button and the results of the search appears below (See Figure 9.3).

![Figure 9.3](image3.png)
D. Entering the NIIN in the NIIN field (See Figure 9.4).

E. Click on the ‘Search’ button will return a list of all requisitions that contain that specific NIIN. The results of the search appears below (See Figure 9.5).
F. Clicking the hyperlink will bring the user to the PDREP - REQUISITION Report screen (See Figure 9.6).

![PDREP Requisition Report Screen](image.png)

**Figure 9.6**

G. The 'Print' button allows the user to print the report.

H. The 'Back' button will return the user to the Requisition Search Screen.

**NOTE:** Partial searches are supported in the either field but could produce results that exceed 10,000 records, which will require further refinement of the criteria.

### 9.2 REQUISITION AD HOC REPORTS

Refer to **Section 12** for guidance on the use of Requisition Ad Hoc Reports.
10 ROUTING IDENTIFIER CODE
Routing Identifier Code (RIC) search tool is used to locate RICs including organization names and addresses.

10.1 ROUTING IDENTIFIER CODE SEARCH
Using Routing Identifier Code Search

A. After selecting ‘Routing Identifier Code Search’, the Routing Identifier Code Search Screen will appear (See Figure 10.1).

B. Enter the RIC code in the ‘RIC:’ or the Activity Name in the Activity Name fields (See Figure 10.2).

C. Click on the ‘Search’ button and the results of the search appears below the search function (See Figure 10.3).
D. Clicking the hyperlink will bring the user to the PDREP - ROUTING IDENTIFIER CODE Report screen (See Figure 10.4).

E. The ‘Print’ button allows the user to print the report.

F. The ‘Back’ button will return the user to the Requisition Search Screen.

NOTE: Partial searches are supported in the either field but could produce results that exceed 10,000 records, which will require further refinement of the criteria.

10.2 ROUTING IDENTIFIER CODE AD HOC REPORTS

Refer to Section 12 for guidance on the use of Routing Identifier Code Ad Hoc Reports.
11 USER
User Search tool is used to locate basic information regarding active PDREP-AIS user. After successfully logging into the PDREP home page, select the ‘User Search’ link on the left panel below ‘SEARCHES’ (See Figure 11.1).

11.1 USER SEARCH
Using User Search
A. After selecting ‘User Search’, the User Search Screen will appear (See Figure 11.2).
B. Enter the criteria for the search (See Figure 11.3).

![Image of User Search form with completed fields]

Figure 11.3

C. Click on the ‘Search’ button and the results of the query appear below (See Figure 11.4).

![Image of User Search results]

Figure 11.4

D. The data may be downloaded to MS Excel by using the ‘User Search List Download’ (See Figure 11.4).

NOTE: Partial searches are supported in all fields but could produce results that exceed 10,000 records, which will require further refinement of the criteria.
12 ADDITIONAL FUNCTIONALITY

12.1 LOOKUP BUTTON

Using the Lookup button

NOTE: The Figures shown are from the NSN Look Up; all Lookup searches work in the same manner and have the same functionality.

A. The ‘Lookup’ button (See Figure 12.1).

![Figure 12.1]

B. The Lookup functionality allows the user to lookup information either by Code or Name (See Figure 12.2).

![Figure 12.2]

C. Enter the NSN in the ‘NSN’ field, a minimum of four characters is required (See Figure 12.3).
Figure 12.3

D. The results of entering the code are shown in Figure 12.4.

Figure 12.4

E. The results of entering the Name are shown in Figure 12.5.
NOTE: Partial searches are supported in the either field, but could produce results that exceed 10,000 records, which will require further refinement of the criteria. CAGE look up only allows partial searches in the Name field.

F. Clicking the ‘Select’ button and the PDREP - XXXX report appears (See Figure 12.6).
12.2 AD HOC REPORTS

A. Accessing Ad Hoc Reports

To access the Ad Hoc Reports, either select ‘XXXX Ad Hoc Reports’ from the main menu sub links, or click the ‘XXXX Ad Hoc Reports’ tab once in the desired Search tool (See Figure 12.7 & Figure 12.8).
B. Using Ad Hoc Reports


2. The ADHOC query generator can be used to generate a variety of reports; on-screen instructions are available as a reminder on how to create the ADHOC report. The report page provides a method for users to select specific data elements from that record, and base the query on criteria like a date range or code used in the record to get the results.

3. Users can run the query and adjust it if it is not exactly what they are looking for by returning to the ADHOC Report page after running a query. The results can be downloaded into MS Excel when complete.

4. The Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide can be located at: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm (Figure 12.9) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (Figure 12.10).

Guides and Manuals

PDREP Guides and Manuals (pdf format)

General
- Attaching a file in PDREP
- Search Tools
- User Access Request

PDREP Tools
- ADHOC Search
- Contract Award and Delivery (CAD) Data Application
- Contractor Profile
- Corrective Action Request (CAR)
- Customer Service Request Module
- Easy Product Data Reporting (EZPDR)
- Engineering Referral System (ERS)
- Material Inspection Records (MIR)
- PDREP Search
- Quality Assurance Letter of Instruction/Letter of Delegation (QALI/LOD)
- Receipt Inspection Management System (RIMS)
- Supply Action Module (SAM)
- Supplier Audit Program (SAP)
- Supply Discrepancy Report (SDR)
- Surveillance Plan (SP)
- Survey, Special Quality, and Test Records Applications

Product Quality Deficiency Reports
- Origination Documents
  - Origination Instructions
  - Local Purchase Instructions
- Screening Point Documents
  - Screening Point Instruction
  - Army Master Screener Instruction
- Action Point Documents
  - Action Point Instructions
  - Army Action Officer Instruction
- Support Point Documents
  - 1227 Instructions
  - QAR Investigation
  - DRPM Investigation

Other Programs
- Exhibit and Shipment Tracking
- PDREP Prime Contractor
- Warranty and Source of Repair Tracking
Figure 12.10
13 SUMMARY

This concludes the PDREP Search tool instructions. PDREP Customer Support is available Monday through Friday from 7:00 AM to 6:00 PM Eastern time to answer additional questions or to assist with data changes or exception processing. The Customer Support Desk can be contacted as follows:

E-Mail: webptsmh@navy.mil
Commercial: (207) 438-1690
DSN: 684-1690
Fax: (207) 438-6535