



# Search Tools

User Guide  
29 May 2024

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## FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Search Tools (SEARCHES) 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.

## INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Survey, Special Quality Data (SQD), and Test Records modules.

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 online 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 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 “User Profile” in the upper right-hand 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 the “Sign and Submit Account Change Request” button to complete the submission.

## Contact Us

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.

Additional contact information is below if you do not have an active PDREP-AIS account:

### **NSLC Portsmouth Help Desk**

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535 / DSN 684-6535

E-Mail: 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.

### **Mailing Address**

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

## **Additional Resources available on the NSLC Portsmouth Homepage**

[FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

[Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

[Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, videoconferencing, application demonstration, or recorded lesson.

FAQ, User Guides, and Online Training are also accessible within PDREP-AIS by hovering over the "Help" link located at the top left of each application page.

# 1 Main PDREP Application Screen

Once logged in, the PDREP Home page will display (**Figure 1.1**). Depending on access levels, users may not see all options listed. If a module link does not appear on the PDREP Main Menu, the user does not have access and may need to complete an Access Change Request (see User Access User Guide) if access is needed.

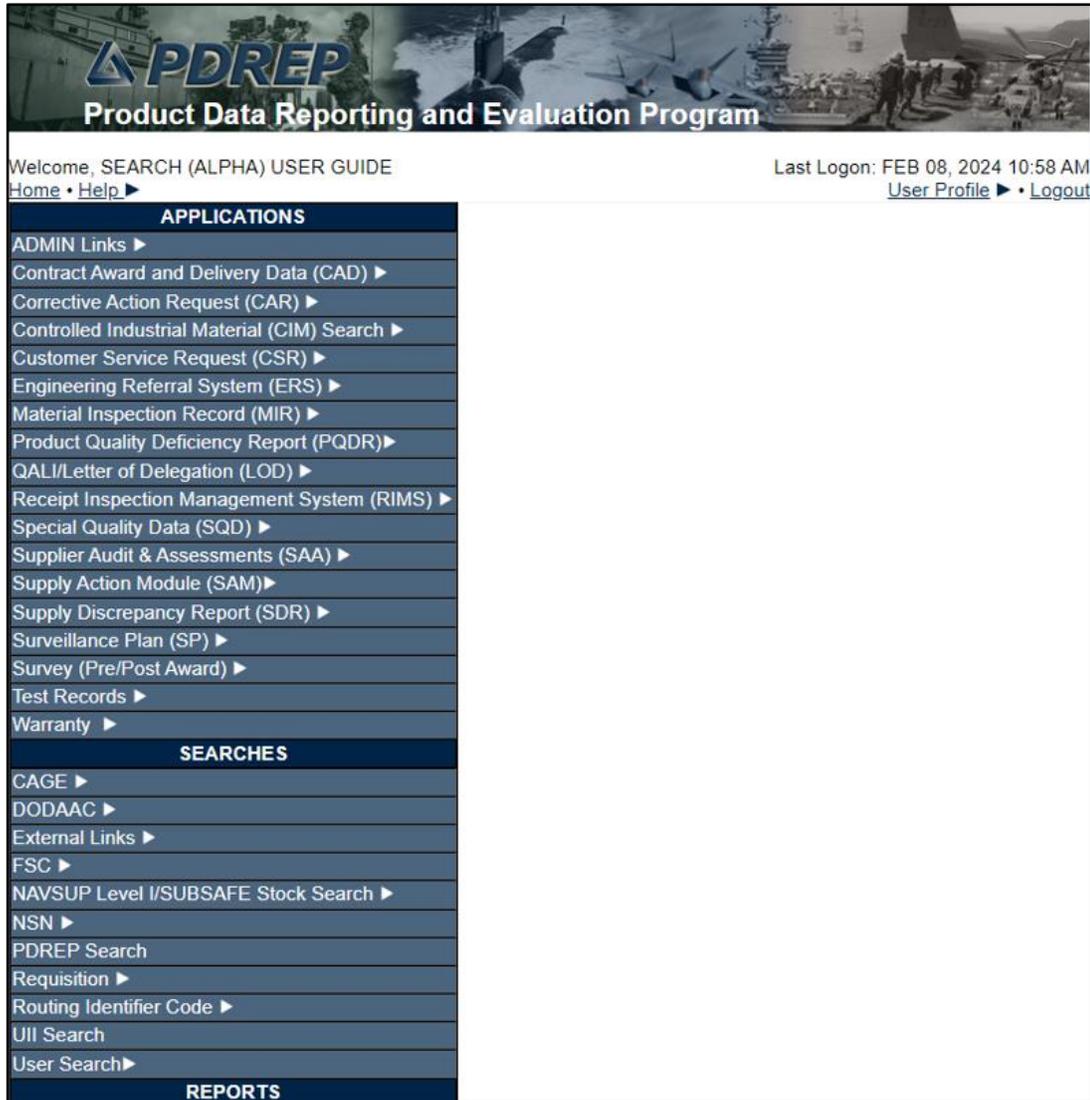


Figure 1.1

## 1.1 SEARCHES Fly-Outs

Hovering the mouse pointer over any PDREP search tool located on the lower-left portion of the screen will show a list of sub links (**Figure 1.2**).

SEARCHES	
CAGE ▶	Ad hoc Reports
DODAAC	Search
External Links ▶	
FSC ▶	
NAVSUP Level I/SUBSAFE Stock Search ▶	
NSN ▶	
PDREP Search	
Requisition ▶	
Routing Identifier Code ▶	
UII Search	
User Search▶	

Figure 1.2

## 1.2 Accessing the Search Tools

To access any of the search tools, either select the “Search” fly-out from one of the Search options (**Figure 1.3**), or click the “Search” tab from within the Search tool page (**Figure 1.4**).

SEARCHES	
CAGE ▶	Ad hoc Reports
DODAAC	Search
External Links ▶	
FSC ▶	
NAVSUP Level I/SUBSAFE Stock Search ▶	
NSN ▶	
PDREP Search	
Requisition ▶	
Routing Identifier Code ▶	
UII Search	
User Search▶	

Figure 1.3

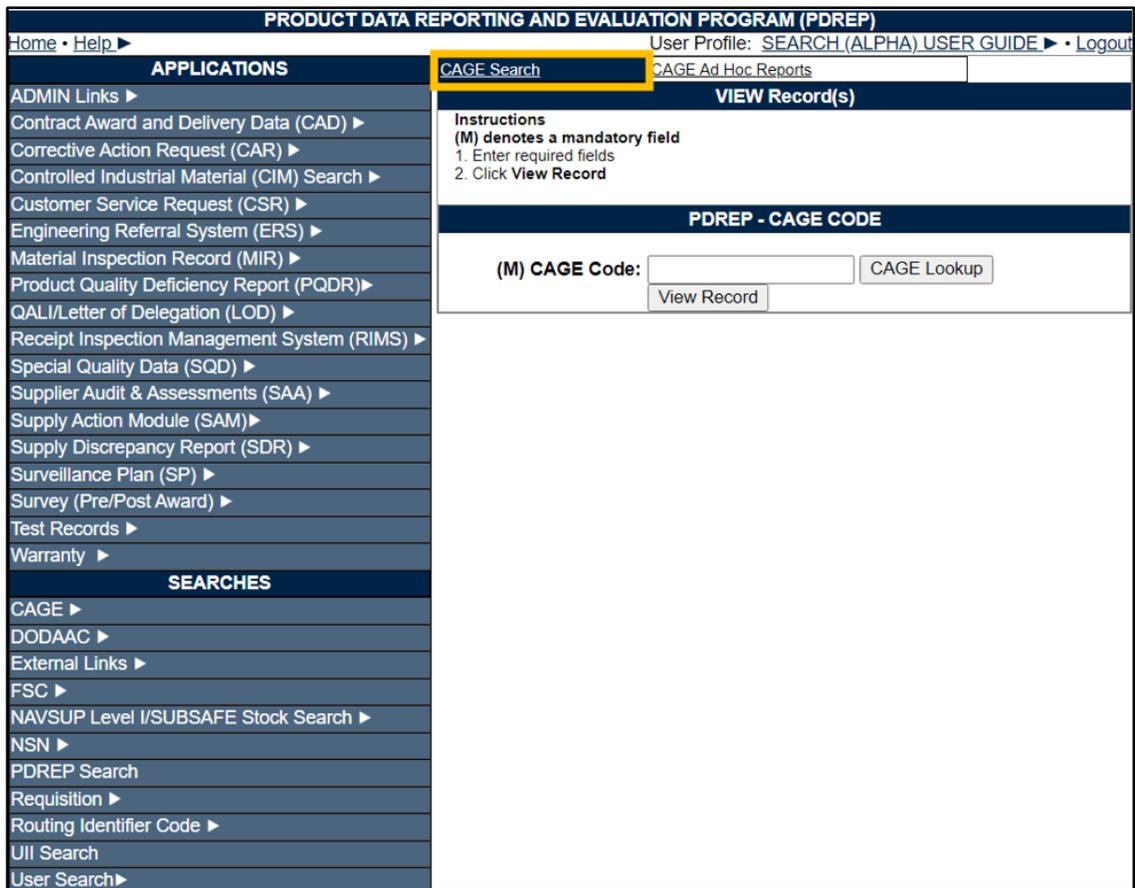


Figure 1.4

**NOTE:** The search tool shown in this example is the CAGE Search; all search tools in this User Guide are accessed in the same manner unless stated otherwise.

## 2 Contract and Government Entity (CAGE)

The Contract and Government Entity (CAGE) search tool enables users 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 Tool

After selecting “CAGE Search”, the VIEW Record(s) screen will appear (**Figure 2.1**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout
<b>APPLICATIONS</b>	CAGE Search <input type="text"/> CAGE Ad Hoc Reports <input type="text"/>
ADMIN Links ▶	<b>VIEW Record(s)</b>
Contract Award and Delivery Data (CAD) ▶	<b>Instructions</b>
Corrective Action Request (CAR) ▶	(M) denotes a mandatory field
Controlled Industrial Material (CIM) Search ▶	1. Enter required fields
Customer Service Request (CSR) ▶	2. Click <b>View Record</b>
Engineering Referral System (ERS) ▶	
Material Inspection Record (MIR) ▶	<b>PDREP - CAGE CODE</b>
Product Quality Deficiency Report (PQDR) ▶	(M) CAGE Code: <input type="text"/> <input type="button" value="CAGE Lookup"/>
QALI/Letter of Delegation (LOD) ▶	<input type="button" value="View Record"/>

Figure 2.1

Enter the CAGE code in the “CAGE Code” field (Figure 2.2).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout
<b>APPLICATIONS</b>	CAGE Search <input type="text"/> CAGE Ad Hoc Reports <input type="text"/>
ADMIN Links ▶	<b>VIEW Record(s)</b>
Contract Award and Delivery Data (CAD) ▶	<b>Instructions</b>
Corrective Action Request (CAR) ▶	(M) denotes a mandatory field
Controlled Industrial Material (CIM) Search ▶	1. Enter required fields
Customer Service Request (CSR) ▶	2. Click <b>View Record</b>
Engineering Referral System (ERS) ▶	
Material Inspection Record (MIR) ▶	<b>PDREP - CAGE CODE</b>
Product Quality Deficiency Report (PQDR) ▶	(M) CAGE Code: <input type="text" value="PDREP"/> <input type="button" value="CAGE Lookup"/>
QALI/Letter of Delegation (LOD) ▶	<input type="button" value="View Record"/>

Figure 2.2

Click on the “View Record” button and the PDREP - CAGE CODE report appears (Figure 2.3).

#### Associated Button Functionality for Figure 2.1

- **CAGE Lookup:** Allows the user to lookup Vendor information either by CAGE Code or Company Name. When a CAGE is selected from the lookup page, it populates the field associated with the button (see section 11 for more information on this functionality).
- **View Record:** Used to open the record information of the Vendor CAGE used in the search.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: <a href="#">SEARCH (ALPHA)</a> <a href="#">USER GUIDE</a> ▶ • <a href="#">Logout</a>
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - CAGE CODE	
Date: 02/09/2024	
<b>CAGE:</b>	PDREP
<b>REPLACED BY:</b>	
<b>COMPANY:</b>	PDREP CO
<b>PO BOX:</b>	
<b>ADDRESS:</b>	NSLC PORTSMOUTH PORTSMOUTH, NH 03804
<b>PHONE NUMBER:</b>	
<b>CAO:</b>	
<b>CODES:</b>	
<b>STATUS:</b>	
<b>LAST UPDATED:</b>	
<b>SMALL BUSINESS:</b>	
<b>INDICATORS:</b>	
<b>MANUFACTURER:</b>	
<b>GOVERNMENT IND:</b>	N

**Figure 2.3**

Associated Button Functionality for **Figure 2.3**

- **Print:** Allows the user to print the report.
- **Back:** Will return the user to the “CAGE Search” page.

Searching for a CAGE code not listed in the PDREP database will give the user an error message (**Figure 2.4**).

VIEW Record(s)	
<b>Instructions</b>	
<b>(M) denotes a mandatory field</b>	
1. Enter required fields	
2. Click <b>View Record</b>	
<ul style="list-style-type: none"> <li>• CAGE Code is invalid</li> </ul>	
PDREP - CAGE CODE	
<b>(M) CAGE Code:</b>	<input type="text" value="12256"/> <input type="button" value="CAGE Lookup"/>
	<input type="button" value="View Record"/>

**Figure 2.4**

Searching for CAGE codes with more or less than five characters will give the user an error message (**Figure 2.5**).

VIEW Record(s)	
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter required fields 2. Click <b>View Record</b>	
<ul style="list-style-type: none"> <li>• CAGE Code must be 5 characters</li> </ul>	
PDREP - CAGE CODE	
<b>(M) CAGE Code:</b>	<input type="text" value="PDREPP"/> <input type="button" value="CAGE Lookup"/>
	<input type="button" value="View Record"/>

**Figure 2.5**

### 3 Department of Defense Activity Address Code (DoDAAC)

Department of Defense Activity Address Code (DODAAC) search allows the user to search for information based on a DODAAC including organization names and addresses.

#### 3.1 DODAAC Search

After selecting “DODAAC Search” from the Home page fly-out, the “VIEW Record(s)” Screen will appear (**Figure 3.1**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout
APPLICATIONS	<a href="#">DODAAC Search</a> <input type="text" value="DODAAC Ad Hoc Reports"/>
ADMIN Links ▶ Contract Award and Delivery Data (CAD) ▶ Corrective Action Request (CAR) ▶ Controlled Industrial Material (CIM) Search ▶ Customer Service Request (CSR) ▶ Engineering Referral System (ERS) ▶ Material Inspection Record (MIR) ▶ Product Quality Deficiency Report (PQDR)▶ QALI/Letter of Delegation (LOD) ▶	VIEW Record(s)
	<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter required fields 2. Click <b>View Record</b>
	PDREP - DODAAC
	<b>(M) DODAAC:</b> <input type="text"/> <input type="button" value="DODAAC Lookup"/>
	<input type="button" value="View Record"/>

**Figure 3.1**

Enter the DoDAAC in the “DoDAAC” field (**Figure 3.2**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout
APPLICATIONS	VIEW Record(s)
ADMIN Links ▶	<b>Instructions</b> (M) denotes a mandatory field 1. Enter required fields 2. Click <b>View Record</b>
Contract Award and Delivery Data (CAD) ▶	
Corrective Action Request (CAR) ▶	
Controlled Industrial Material (CIM) Search ▶	
Customer Service Request (CSR) ▶	
Engineering Referral System (ERS) ▶	
Material Inspection Record (MIR) ▶	
Product Quality Deficiency Report (PQDR) ▶	
QALI/Letter of Delegation (LOD) ▶	
	PDREP - DODAAC
	(M) DODAAC: <input type="text" value="N45112"/> <input type="button" value="DODAAC Lookup"/> <input type="button" value="View Record"/>

Figure 3.2

Click on the “View Record” button and the PDREP - DoDAAC report appears (Figure 3.3).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - DODAAC	
Date: 02/09/2024	
<b>DODAAC:</b>	N45112
<b>SYSCOM Code:</b>	1-NAVSEA
<b>Major Command Code:</b>	N0-Naval Sea Systems Cmd
<b>DCAS Region:</b>	-
<b>Activity Type:</b>	21-MISCELLANEOUS NAVY
<b>CAO Ind:</b>	NO
<b>TYCOM Code:</b>	C1-NAVSEA
<b>TAC1 Activity:</b>	NAVSEALOGCEN PORTSMOUTH NH NAVAL SEA LOGISTICS CENTER
<b>TAC1 P.O. Box:</b>	
<b>TAC1 Address:</b>	PORTSMOUTH NAVAL SHIPYARD BLDG 153-2 PORTSMOUTH, NH 03804-5000
<b>TAC2 Activity:</b>	NAVAL SEA LOGISTIS CNTR PORTSMOUTH NSLC PORTSMOUTH
<b>TAC2 P.O. Box:</b>	
<b>TAC2 Address:</b>	BLDG 153-2  PORTSMOUTH, NH 03804
<b>TAC3 Activity:</b>	DEFENSE FINANCE AND ACCOUNTING SERV CLEVELAND-CHARLESTON
<b>TAC3 P.O. Box:</b>	998022
<b>TAC3 Address:</b>	  CLEVELAND, OH 44199-8022

### Figure 3.3

#### Associated Button Functionality for Figure 3.3

---

- **Print:** Allows the user to print the report.
- **Back:** Will return the user to the “DoDAAC Search” page.

Searching for a DoDAAC not listed in the PDREP database will give the user an error message (Figure 3.4).

The screenshot shows a web interface titled "VIEW Record(s)". Under "Instructions", it states "(M) denotes a mandatory field" and lists two steps: "1. Enter required fields" and "2. Click View Record". A red error message reads "• DODAAC is invalid". Below this is a section titled "PDREP - DODAAC" containing a search form. The form has a label "(M) DODAAC:" followed by a text input field containing "123123", a "DODAAC Lookup" button, and a "View Record" button.

Figure 3.4

Searching for CAGE codes with more or less than six characters will give the user an error message (Figure 3.5).

The screenshot shows a web interface titled "VIEW Record(s)". Under "Instructions", it states "(M) denotes a mandatory field" and lists two steps: "1. Enter required fields" and "2. Click View Record". A red error message reads "• DODAAC must be 6 characters". Below this is a section titled "PDREP - DODAAC" containing a search form. The form has a label "(M) DODAAC:" followed by a text input field containing "123", a "DODAAC Lookup" button, and a "View Record" button.

Figure 3.5

**NOTE:** Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters.

## 4 Federal Supply Class (FSC)

Federal Supply Class (FSC) search tool allows the user to locate FSC descriptions and other information.

### 4.1 FSC Search

After selecting “FSC Search”, the “VIEW Record(s)” screen will appear (Figure 4.1).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout

**APPLICATIONS**

- ADMIN Links ▶
- Contract Award and Delivery Data (CAD) ▶
- Corrective Action Request (CAR) ▶
- Controlled Industrial Material (CIM) Search ▶
- Customer Service Request (CSR) ▶
- Engineering Referral System (ERS) ▶
- Material Inspection Record (MIR) ▶
- Product Quality Deficiency Report (PQDR) ▶
- QALI/Letter of Delegation (LOD) ▶

FSC Search FSC Ad Hoc Reports

**VIEW Record(s)**

Instructions  
(M) denotes a mandatory field  
1. Enter required fields  
2. Click View Record

**PDREP - FSC**

(M) FSC:  FSC Lookup

View Record

Figure 4.1

Enter the FSC code in the “FSC” field (Figure 4.2).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout

**APPLICATIONS**

- ADMIN Links ▶
- Contract Award and Delivery Data (CAD) ▶
- Corrective Action Request (CAR) ▶
- Controlled Industrial Material (CIM) Search ▶
- Customer Service Request (CSR) ▶
- Engineering Referral System (ERS) ▶
- Material Inspection Record (MIR) ▶
- Product Quality Deficiency Report (PQDR) ▶
- QALI/Letter of Delegation (LOD) ▶

FSC Search FSC Ad Hoc Reports

**VIEW Record(s)**

Instructions  
(M) denotes a mandatory field  
1. Enter required fields  
2. Click View Record

**PDREP - FSC**

(M) FSC: 4820 FSC Lookup

View Record

Figure 4.2

Click on the “View Record” button and the PDREP - FSC report appears (Figure 4.3).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout

Print Back

**PDREP - FSC**

Date: 02/09/2024

FSC: 4820

Description: VALVES, NONPOWERED

Full Description: VALVES, NONPOWERED

Inclusions: AUTOMATIC NONPOWERED VALVES; GATE, GLOBE, ANGLE, CHECK, AND RELIEF VALVES; COCKS.

Exclusions: FIRE HYDRANTS (FSC 4210) SPRINKLER HEADS (FSC 4210); VALVES SPECIFICALLY DESIGNED FOR USE WITH FIRE FIGHTING EQUIPMENT (FSC 4210); PLUMBING EQUIPMENT AND THE LIKE (FSC 4540)

Notes:

Figure 4.3

### Associated Button Functionality for **Figure 4.3**

---

- **Print:** Allows the user to print the report.
- **Back:** Will return the user to the “FSC Search” page.

Searching for an FSC not listed in the PDREP database will give the user an error message (**Figure 4.4**).

The screenshot shows a web interface titled "VIEW Record(s)". Under the "Instructions" section, it states "(M) denotes a mandatory field" and lists two steps: "1. Enter required fields" and "2. Click View Record". A red error message "• FSC is invalid" is displayed. Below this is a section titled "PDREP - FSC" containing a form with a label "(M) FSC:" followed by a text input field containing "1111", a "FSC Lookup" button, and a "View Record" button.

**Figure 4.4**

Searching for CAGE codes with more or less than four characters will give the user an error message (**Figure 4.5**).

The screenshot shows a web interface titled "VIEW Record(s)". Under the "Instructions" section, it states "(M) denotes a mandatory field" and lists two steps: "1. Enter required fields" and "2. Click View Record". A red error message "• FSC must be 4 digits" is displayed. Below this is a section titled "PDREP - FSC" containing a form with a label "(M) FSC:" followed by a text input field containing "1", a "FSC Lookup" button, and a "View Record" button.

**Figure 4.5**

## 5 National Stock Number (NSN)

National Stock Number (NSN) search tool is used to locate NSN descriptions and other basic data.

### 5.1 NSN Search

After selecting “NSN Search”, the NSN search screen will appear (**Figure 5.1**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: <a href="#">SEARCH (ALPHA) USER GUIDE</a> ▶ • <a href="#">Logout</a>
<b>APPLICATIONS</b>	NSN Search <input type="text"/> NSN Ad Hoc Reports <input type="text"/>
ADMIN Links ▶	<b>NSN Search</b>
Contract Award and Delivery Data (CAD) ▶	<b>Instructions</b>
Corrective Action Request (CAR) ▶	1. To search existing records, enter a minimum of 4 characters in <b>NSN</b> and click <b>Search</b>
Controlled Industrial Material (CIM) Search ▶	2. To view a specific record, enter <b>NSN</b> in <b>NSN</b> and click <b>Search</b>
Customer Service Request (CSR) ▶	NSN: <input type="text"/> <input type="button" value="NSN Lookup"/>
Engineering Referral System (ERS) ▶	<input type="button" value="Search"/>
Material Inspection Record (MIR) ▶	
Product Quality Deficiency Report (PQDR) ▶	

**Figure 5.1**

Enter the NSN in the “NSN” field. A minimum of four characters is required (**Figure 5.2**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: <a href="#">SEARCH (ALPHA) USER GUIDE</a> ▶ • <a href="#">Logout</a>
<b>APPLICATIONS</b>	NSN Search <input type="text"/> NSN Ad Hoc Reports <input type="text"/>
ADMIN Links ▶	<b>NSN Search</b>
Contract Award and Delivery Data (CAD) ▶	<b>Instructions</b>
Corrective Action Request (CAR) ▶	1. To search existing records, enter a minimum of 4 characters in <b>NSN</b> and click <b>Search</b>
Controlled Industrial Material (CIM) Search ▶	2. To view a specific record, enter <b>NSN</b> in <b>NSN</b> and click <b>Search</b>
Customer Service Request (CSR) ▶	NSN: <input type="text" value="0316"/> <input type="button" value="NSN Lookup"/>
Engineering Referral System (ERS) ▶	<input type="button" value="Search"/>
Material Inspection Record (MIR) ▶	
Product Quality Deficiency Report (PQDR) ▶	

**Figure 5.2**

Click the “Search” button to display the search results (**Figure 5.3**).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ▶ User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout

APPLICATIONS	NSN Search			NSN Ad Hoc Reports
ADMIN Links ▶	<b>NSN Search</b>			
Contract Award and Delivery Data (CAD) ▶	<b>Instructions</b> 1. To search existing records, enter a minimum of 4 characters in <b>NSN</b> and click <b>Search</b> 2. To view a specific record, enter <b>NSN</b> in <b>NSN</b> and click <b>Search</b>			
Corrective Action Request (CAR) ▶	NSN: 0316	NSN Lookup		Search
Controlled Industrial Material (CIM) Search ▶	Total number of rows: 2515			
Customer Service Request (CSR) ▶	<b>NSN</b>	<b>COG</b>	<b>SMIC</b>	<b>Material Description</b>
Engineering Referral System (ERS) ▶	<a href="#">1005 003162411</a>	1H		PIN,FIRING
Material Inspection Record (MIR) ▶	<a href="#">1005 006900316</a>			DEPRESSOR,CARTRIDGE
Product Quality Deficiency Report (PQDR)▶	<a href="#">1010 003403169</a>			GUIDE,AMMUNITION CH
QALI/Letter of Delegation (LOD) ▶	<a href="#">1015 002100316</a>	9B		GUIDE,PACKING
Receipt Inspection Management System (RIMS) ▶	<a href="#">1015 003160251</a>			RECOIL MECHANISM,105 MILL
Special Quality Data (SQD) ▶	<a href="#">1025 003570316</a>			LUG,HOUSING
Supplier Audit & Assessments (SAA) ▶	<a href="#">1030 003803168</a>	9C		GLAND,PACKING
Supply Action Module (SAM)▶	<a href="#">1095 002110316</a>			FAIRING,BOMB RACK
Supply Discrepancy Report (SDR) ▶	<a href="#">1095 003165337</a>			PLATE,SWAY BRACE BEARING,
Surveillance Plan (SP) ▶	<a href="#">1210 001310316</a>	9B		CYLINDER
Survey (Pre/Post Award) ▶	<a href="#">1220 003160257</a>			KNOB ASSY ELEVATION
Test Records ▶	<a href="#">1220 003160261</a>			TERMINAL
Warranty ▶	<a href="#">1240 003160263</a>			RETAINER,OPTICAL ELEMENT
<b>SEARCHES</b>	<a href="#">1240 003160265</a>			CELL ASSEMBLY,OPTICAL INS
CAGE ▶	<a href="#">1270 003165644</a>			BRACKET,ACTUATOR BA
DODAAC ▶	<a href="#">1270 003165647</a>			CLAMP,RESOLVER,CONT
External Links ▶	<a href="#">1270 003165651</a>			COVER,COMPUTER
FSC ▶	<a href="#">1270 003165656</a>			FOLLOWER,SCREW,SWIT
NAVSUP Level I/SUBSAFE Stock Search ▶	<a href="#">1270 003165658</a>			GEAR ASSY,SPUR,GEAR
NSN ▶	<a href="#">1270 003165659</a>			GEAR ASSEMBLY,SPUR
PDREP Search	<a href="#">1270 003165661</a>			GEAR,SPUR,FIRE CONT
Requisition ▶	<a href="#">1270 003165679</a>			SPRING,FLAT OFFSET
Routing Identifier Code ▶	<a href="#">1270 003165691</a>			SUPPORT.MOUNTING BA
UII Search				
User Search▶				
<b>REPORTS</b>				

**Figure 5.3**

Clicking on the NSN hyperlink will display the PDREP-NSN report (**Figure 5.4**).

The screenshot shows the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. On the left is a navigation menu with 'ADMIN Links' and various report types. The main area is titled 'NSN Search' and contains instructions for searching. Below the instructions is a search form with an 'NSN' field containing '0316' and a 'Search' button. A table below the form shows search results with columns for NSN, COG, SMIC, and Material Description. The first row is highlighted in yellow. A yellow arrow points from this row to a detailed view of the NSN record on the right. This detailed view includes fields for NSN NIIN, NSN FSC, Material Description, Unit Price, Navy COG, Navy SMIC, Integrated Material Manager, and other material management codes.

NSN	COG	SMIC	Material Description
1005 003162411	1H		PIN FIRING
1005 006900316			DEPRESSOR CARTRIDGE
1010 003403169			GUIDE AMMUNITION CH
1015 002100316	9B		GUIDE PACKING

Figure 5.4

Associated Button Functionality for Figure 5.4

- **Print:** Allows the user to print the report.
- **Back:** Will return the user to the “NSN Search” page.

Searching for an NSN not listed in the PDREP database will give the user an error message (Figure 5.5).

The screenshot shows the 'NSN Search' interface. The search form has an 'NSN' field containing '12345678910111211'. Below the search form, a red message states 'No data found'.

Figure 5.5

Searching for NSNs with more or less than four characters will give the user an error message (Figure 5.6).

The screenshot shows a web interface titled "VIEW Record(s)". It contains an "Instructions" section with the following text: "(M) denotes a mandatory field", "1. Enter required fields", and "2. Click View Record". Below the instructions is a red error message: "• FSC must be 4 digits". The main section is titled "PDREP - FSC" and contains a form with a label "(M) FSC:" followed by a text input field containing the number "1". To the right of the input field is a button labeled "FSC Lookup". Below the input field is a button labeled "View Record".

Figure 5.6

## 6 PDREP Search

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 within the specified date range.

After successfully logging into the PDREP home page, select the "PDREP Search" link on the left panel below "SEARCHES" (Figure 6.1).



Figure 6.1

### 6.1 PDREP Search

After selecting "PDREP Search", the "PDREP Search" page will appear (Figure 6.2).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**  
 Home • Help ▶ User Profile: SEARCH (ALPHA) USER GUIDE ▶ Logout

**APPLICATIONS**

- ADMIN Links ▶
- Contract Award and Delivery Data (CAD) ▶
- Corrective Action Request (CAR) ▶
- Controlled Industrial Material (CIM) Search ▶
- Customer Service Request (CSR) ▶
- Engineering Referral System (ERS) ▶
- Material Inspection Record (MIR) ▶
- Product Quality Deficiency Report (PQDR) ▶
- QAL/Letter of Delegation (LOD) ▶
- Receipt Inspection Management System (RIMS) ▶
- Special Quality Data (SQD) ▶
- Supplier Audit & Assessments (SAA) ▶
- Supply Action Module (SAM) ▶
- Supply Discrepancy Report (SDR) ▶
- Surveillance Plan (SP) ▶
- Survey (Pre/Post Award) ▶
- Test Records ▶
- Warranty ▶

**SEARCHES**

- CAGE ▶
- DODAAC ▶
- External Links ▶
- FSC ▶
- NSN ▶
- PDREP Search
- Requisition ▶
- Routing Identifier Code ▶
- UII Search
- User Search ▶

**REPORTS**

- Contractor Profile
- Material Profile
- Supplier Risk System (SRS) ▶
- DCIS Summary Report

**PDREP Search**

**Instructions**  
 Please follow these steps to perform PDREP Search:  
 1. Enter or complete **Start Date** and **End Date**.  
 a. Correct format for date fields is MM/DD/YYYY or use Calendar.  
 2. Select the data element for **Search By**.  
 3. Enter the value in **Search For**.  
 4. Select the Applications you wish to search on, to limit the search result.  
 5. Click on the **Search** button and the results of the search will appear.  
**Note:** When requesting Applications, at least one box must be selected.  
**Note:** Instructions for Code Lookup can be found in the "Search Tools" User Guide section 11.  
**Note:** DLA Weapon System Data (EBS) can be searched by NIIN or NSN.

Date Range  
 (M) Start Date: 02/09/2023  
 (M) End Date: 02/09/2024  
 (M) Search By: CAGE CODE  
 (M) Search For: Code Lookup

Output  PDREP  DLA-QNR

Select ALL Deselect ALL

- BULLETINS
- CONTRACT AWARD AND DELIVERY DATA
- CORRECTIVE ACTION REQUEST
- GIDEP ALERTS
- MATERIAL INSPECTION RECORDS
- PRODUCT QUALITY DEFICIENCY REPORTS
- REQUISITION
- SPECIAL QUALITY DATA
- SUPPLIER AUDIT AND ASSESSMENTS
- SUPPLY DISCREPANCY REPORT
- SURVEYS
- TEST REPORTS
- WARRANTY TRACKING

Search

**Figure 6.2**

Associated Data Fields for **Figure 6.2**

- **(M) Start Date:** Defaults to one year prior to today’s date.
- **(M) End Date:** Defaults to today’s date.
- **(M) Search By:** Dropdown with the following record values to search by:
  - CAGE CODE
  - CONTRACT NUMBER
  - DODAAC
  - FSC
  - NIIN
  - NSN
  - STATE (NCIS Report)
- **(M) Search For:** Text box for user to enter appropriate information based on the “Search By” field.
- **Output:** Display radio options based on users’ preference for “PDREP” or “DLA-QNR”. Listed box item selections differ based on the radio type selected (**Figure 6.3** shows the differences; left side has “PDREP” selected and right side has “DLA-QNR” selected).

“PDREP” selected

“DLA-QNR” selected

**Figure 6.3**

Select a date range. From the “Search By” dropdown, select the type of record to search (**Figure 6.4**).

**Figure 6.4**

Enter a value for the search in the “Search For” field (**Figure 6.5**).

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP Code Lookup

Output  PDREP  DLA-QNR

**Figure 6.5**

Select the radio button for PDREP or DLA-QNR (**Figure 6.5**). Users may individually select modules from the list provided (**Figure 6.6**) or use the “Select All” or “Deselect All” buttons. The “Select All” button will automatically *select* all modules listed (**Figure 6.7**), whereas the “Deselect All” button will automatically *deselect* all modules listed (**Figure 6.8**).

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP Code Lookup

Output  PDREP  DLA-QNR

Select ALL Deselect ALL

- BULLETINS
- CONTRACT AWARD AND DELIVERY DATA
- CORRECTIVE ACTION REQUEST
- GIDEP ALERTS
- MATERIAL INSPECTION RECORDS
- PRODUCT QUALITY DEFICIENCY REPORTS
- REQUISITION
- SPECIAL QUALITY DATA
- SUPPLIER AUDIT AND ASSESSMENTS
- SUPPLY DISCREPANCY REPORT
- SURVEYS
- TEST REPORTS
- WARRANTY TRACKING

Search

**Figure 6.6 (Individually selecting options)**

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP

Output  PDREP  DLA-QNR

- BULLETINS
- CONTRACT AWARD AND DELIVERY DATA
- CORRECTIVE ACTION REQUEST
- GIDEP ALERTS
- MATERIAL INSPECTION RECORDS
- PRODUCT QUALITY DEFICIENCY REPORTS
- REQUISITION
- SPECIAL QUALITY DATA
- SUPPLIER AUDIT AND ASSESSMENTS
- SUPPLY DISCREPANCY REPORT
- SURVEYS
- TEST REPORTS
- WARRANTY TRACKING

**Figure 6.7 (clicking “Select ALL” button)**

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP

Output  PDREP  DLA-QNR

- BULLETINS
- CONTRACT AWARD AND DELIVERY DATA
- CORRECTIVE ACTION REQUEST
- GIDEP ALERTS
- MATERIAL INSPECTION RECORDS
- PRODUCT QUALITY DEFICIENCY REPORTS
- REQUISITION
- SPECIAL QUALITY DATA
- SUPPLIER AUDIT AND ASSESSMENTS
- SUPPLY DISCREPANCY REPORT
- SURVEYS
- TEST REPORTS
- WARRANTY TRACKING

**Figure 6.8 (clicking “Deselect ALL” button)**

A minimum of one selection is required to search. If the user does not select at least one item from the list (either with “PDREP” or “DLA-QNR” radio selected), they will receive the highlighted error message in **Figure 6.9**.

• Nothing selected; minimum of 1 selection is required to search

Date Range  
 (M) Start Date: 02/09/2023  
 (M) End Date: 02/09/2024  
 (M) Search By: CAGE CODE  
 (M) Search For: PDREP Code Lookup

Output  PDREP  DLA-QNR

- Select ALL Deselect ALL
- BULLETINS
  - CONTRACT AWARD AND DELIVERY DATA
  - CORRECTIVE ACTION REQUEST
  - GIDEP ALERTS
  - MATERIAL INSPECTION RECORDS
  - PRODUCT QUALITY DEFICIENCY REPORTS
  - REQUISITION
  - SPECIAL QUALITY DATA
  - SUPPLIER AUDIT AND ASSESSMENTS
  - SUPPLY DISCREPANCY REPORT
  - SURVEYS
  - TEST REPORTS
  - WARRANTY TRACKING

Search

**Figure 6.9**

**Figure 6.10** shows a successful report run after selecting the desired list types, “PDREP” output, and clicking the “Search” button. The list types shown are the list types selected on the previous page (**Figure 6.9**).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help User Profile: SEARCH (ALPHA) USER GUIDE • Logout

**Search Result - CAGE CODE**

Print Back

**Instructions**  
 1. Click the # link for the record type to the detail listing.  
 (Note: If # link is not available, user will need to submit an Access Change Request to update profile with the required permissions.)  
 2. Click **Back** to modify the search qualifiers.

**CAGE CODE:** PDREP **REPLACE CODE(If any):**  
**COMPANY NAME:** PDREP CO  
**CITY:** PORTSMOUTH **STATE/ZIP:** NH 03804  
**STATUS:**

**Report Period 02/09/2023 to 02/09/2024**  
**Run 02/09/2024**

PDREP Records	
Records	
0	BULLETINS
0	CONTRACT AWARD AND DELIVERY DATA
<u>52</u>	CORRECTIVE ACTION REQUEST
0	REQUISITION
0	SUPPLY DISCREPANCY REPORT
<u>2</u>	TEST REPORTS
0	WARRANTY TRACKING

**Figure 6.10**

Associated Button Functionality for **Figure 6.10**

- **Print:** Allows the user to print the report.
- **Back:** Will return the user to the “PDREP Search” page.
- **Records Hyperlink:** Displays the total number of records associated with the modules listed on the right-side of the table. When clicked, this hyperlink will bring the user to the “Search Detail” page for the associated list type.

**Figure 6.11** shows a successful report run after selecting the desired list types, “DLA-QNR” output, and clicking the “Search” button. The list types shown are the list types selected on the previous page (**Figure 6.9**).

The screenshot displays the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, it shows 'Home • Help' and 'User Profile: SEARCH (ALPHA) USER GUIDE • Logout'. The main heading is 'Search Result - CAGE CODE'. Below this are 'Print' and 'Back' buttons. An 'Instructions' section provides guidance on clicking record numbers and using the 'Back' button. The search criteria are listed as: CAGE CODE: PDREP, COMPANY NAME: PDREP CO, CITY: PORTSMOUTH, STATUS: (blank), REPLACE CODE: (blank), and STATE/ZIP: NH 03804. The report period is '02/09/2023 to 02/09/2024' and it was run on '02/09/2024'. A table titled 'DLA QNR Records' shows four categories, each with a count of 0 records.

DLA QNR Records	
Records	
0	DLA QUALITY NOTIFICATION DATA (EBS)
0	DLA TECHNICAL DATA CODE (EBS)
0	DLA TERMINATION CODE (EBS)
0	DLA WEAPON SYSTEM DATA CODE (EBS)

**Figure 6.11**

When clicked, the “Records” hyperlink will bring the user to the “Search Detail” page for the associated list type. **Figure 6.12** shows the “Search Detail” page for the CAR module after clicking the “Records” hyperlink in **Figure 6.10**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)				
Home • Help ▶		User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout		
Search Detail				
<input type="button" value="Print"/> <input type="button" value="Back"/>				
<b>Instructions</b>				
1. Click the link to view the record details.				
2. Click <b>Back</b> to select other record type.				
Search Detail - CAGE CODE				
CAGE CODE:	PDREP	REPLACE CODE(if any):		
COMPANY NAME:	PDREP CO			
CITY:	PORTSMOUTH	STATE/ZIP:	NH 03804	
STATUS:				
Lines Items for CORRECTIVE ACTION REQUEST				
LEVEL	CAR#	CAGE CODE	CONTRACT NUMBER	ADDED DATE
<a href="#">LEVEL I</a>	PDREP20246D	PDREP		01/05/2024
<a href="#">LEVEL I</a>	PDREP20245D	PDREP		01/04/2024
<a href="#">LEVEL I</a>	PDREP20243D	PDREP		01/04/2024
<a href="#">LEVEL I</a>	PDREP20242D	PDREP		01/04/2024
<a href="#">LEVEL I</a>	PDREP20241D	PDREP		01/04/2024
<a href="#">LEVEL II</a>	PDREP202399D	PDREP		12/14/2023
<a href="#">LEVEL I</a>	PDREP202397P	PDREP		12/06/2023
<a href="#">LEVEL II</a>	PDREP202396P	PDREP		12/05/2023
<a href="#">LEVEL II</a>	PDREP202393O	PDREP		11/02/2023
<a href="#">LEVEL I</a>	PDREP202392D	PDREP		10/06/2023
<a href="#">LEVEL I</a>	PDREP202382P	PDREP		10/05/2023
<a href="#">LEVEL II</a>	PDREP202380P	PDREP		09/29/2023
<a href="#">LEVEL II</a>	PDREP202379P	PDREP		09/29/2023
<a href="#">LEVEL I</a>	PDREP202378P	PDREP		09/29/2023

**Figure 6.12**

Clicking the hyperlink in the first column shown in **Figure 6.12** will bring the user to a view-only version of the record selected as seen in **Figure 6.13** (if the user has access to the module).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: [SEARCH \(ALPHA\) USER GUIDE](#) ► • Logout

Print Back

**Corrective Action Request - View**

CAR Number: PDREP-2024-0006D  
 Reporting Activity: S3620A  
 CAR Issue Date:  
 CAR Level: 1

**Contract Information**

CAGE Code: PDREP  
 Name: PDREP CO  
 Email: POCEMAIL@MAIL.MIL  
 Phone:  
 Prime Ctr: Plant Ctr: PDREP  
 P.O. Number: Contract #:  
 O.I. Number:

**Item**

COG	FSC	NIIN	SMIC
NSN:			
Part Number:			
Nomenclature:			

**Deficiency Identified**

Code/Literal: -  
 Response Due Date:

**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:

**Attachment(s)**

Key	Name	Description
PDREP20240006D	<a href="#">PDREP-2024-0006D_Sub-Loc-Notification.pdf</a>	
PDREP20240006D	<a href="#">PDREP-2024-0006D.pdf</a>	

**Figure 7.11.**

**Note:** Functionality may differ slightly depending on the list type selected on the “Search Result” screen.

Associated Button Functionality for **Figure 7.11**

- **Print:** Allows the user to print the report.
- **Back:** Will return the user to the “Search Detail” page.

**Note:** Hyperlink functionality is limited to the module(s) a user has access to.

*Example: If a user does not have access to the Corrective Action Request (CAR) module and there are records associated, the hyperlink will be clickable for this user, but may have limitations in future screens. **Figure 6.11** shows the error message a user will receive after attempting to view a CAR record with no CAR module access.*

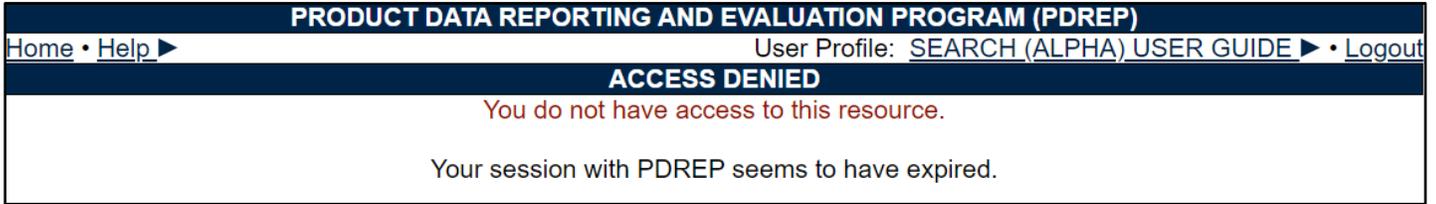


Figure 6.11

## 7 REQUISITION

The Requisition search tool is used to locate basic Army, Navy, and Marine Corp Requisition information.

### 7.1 Requisition Search

After selecting “Requisition Search”, the Requisition Search Screen will appear (Figure 7.1).

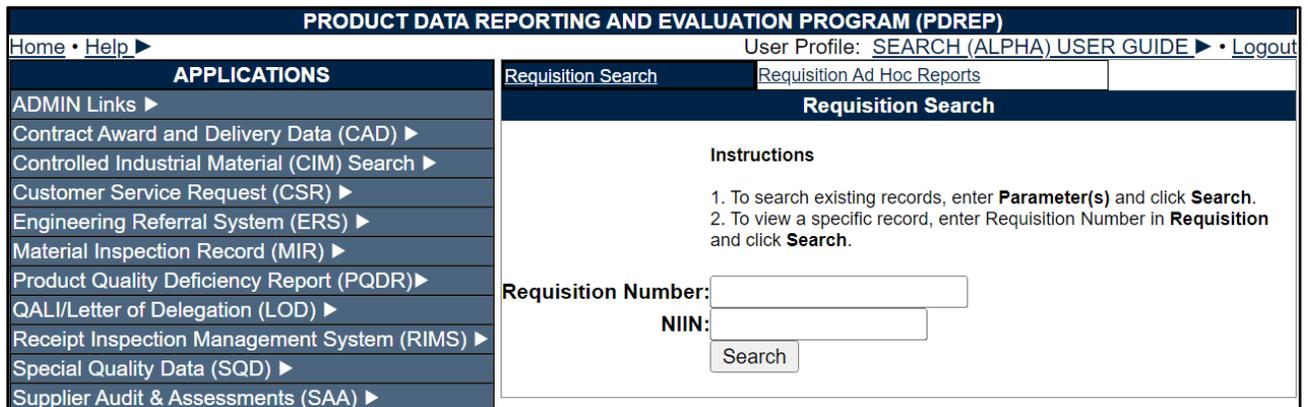


Figure 7.1

#### Associated Data Fields for Figure 7.1

- **Requisition Number:** Text field for the user to enter a valid Requisition number.
- **NIIN:** Text field for the user to enter a value NIIN. Since one NIIN can be associated to many Requisitions, there may be several results when using this data field alone.

### 7.2 “Requisition Number” Data Field

Enter a Requisition number in the text field “Requisition Number” as seen in Figure 7.2.

Requisition Search	Requisition Ad Hoc Reports	
<b>Requisition Search</b>		
<b>Instructions</b>		
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> . 2. To view a specific record, enter Requisition Number in <b>Requisition</b> and click <b>Search</b> .		
Requisition Number:	<input type="text" value="N0016771517845"/>	
NIIN:	<input type="text"/>	
	<input type="button" value="Search"/>	

**Figure 7.2**

Click the “Search” button to run the report. Sample results are shown in **Figure 7.3**.

Requisition Search	Requisition Ad Hoc Reports							
<b>Requisition Search</b>								
<b>Instructions</b>								
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> . 2. To view a specific record, enter Requisition Number in <b>Requisition</b> and click <b>Search</b> .								
Requisition Number:	<input type="text" value="N0016771517845"/>							
NIIN:	<input type="text"/>							
	<input type="button" value="Search"/>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Requisition Number</th> <th style="text-align: left;">NSN</th> <th style="text-align: left;">Raday Received Date</th> </tr> </thead> <tbody> <tr> <td>N0016771517845</td> <td></td> <td>08/06/2007</td> </tr> </tbody> </table>			Requisition Number	NSN	Raday Received Date	N0016771517845		08/06/2007
Requisition Number	NSN	Raday Received Date						
N0016771517845		08/06/2007						

**Figure 7.3**

### 7.3 NIIN Data Field

Enter a NIIN in the text field “NIIN” as seen in **Figure 7.4**.

Requisition Search	Requisition Ad Hoc Reports	
<b>Requisition Search</b>		
<b>Instructions</b>		
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> . 2. To view a specific record, enter Requisition Number in <b>Requisition</b> and click <b>Search</b> .		
Requisition Number:	<input type="text"/>	
NIIN:	<input type="text" value="006021230"/>	
	<input type="button" value="Search"/>	

**Figure 7.4**

Click the “Search” button to run the report. Sample results are shown in **Figure 7.5**.

Requisition Search		Requisition Ad Hoc Reports															
<b>Requisition Search</b>																	
<b>Instructions</b>																	
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> . 2. To view a specific record, enter Requisition Number in <b>Requisition</b> and click <b>Search</b> .																	
Requisition Number:	<input type="text"/>																
NIIN:	<input type="text" value="006021230"/>																
	<input type="button" value="Search"/>																
<table border="1"> <thead> <tr> <th>Requisition Number</th> <th>NSN</th> <th>Raday Received Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">N0020772191597 R</a></td> <td>9B5325006021230</td> <td>08/07/2007</td> </tr> <tr> <td><a href="#">N6008772200741 R</a></td> <td>9B5325006021230</td> <td>08/08/2007</td> </tr> <tr> <td><a href="#">N682127198DC74 R</a></td> <td>9B5325006021230</td> <td>08/01/2007</td> </tr> <tr> <td><a href="#">N682127214GT54 R</a></td> <td>9B5325006021230</td> <td>08/06/2007</td> </tr> </tbody> </table>			Requisition Number	NSN	Raday Received Date	<a href="#">N0020772191597 R</a>	9B5325006021230	08/07/2007	<a href="#">N6008772200741 R</a>	9B5325006021230	08/08/2007	<a href="#">N682127198DC74 R</a>	9B5325006021230	08/01/2007	<a href="#">N682127214GT54 R</a>	9B5325006021230	08/06/2007
Requisition Number	NSN	Raday Received Date															
<a href="#">N0020772191597 R</a>	9B5325006021230	08/07/2007															
<a href="#">N6008772200741 R</a>	9B5325006021230	08/08/2007															
<a href="#">N682127198DC74 R</a>	9B5325006021230	08/01/2007															
<a href="#">N682127214GT54 R</a>	9B5325006021230	08/06/2007															

**Figure 7.5**

The Requisition Number listed in the “Requisition Number” column is a hyperlink. When clicked, it will bring the user to the PDREP - REQUISITION Report screen (**Figure 7.6**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: SEARCH (ALPHA) USER GUIDE ▶ • Logout
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - REQUISITION	
Requisition Number:	N0020772191597      Suffix: R
Raday Received Date:	08/07/2007
Status:	
Shipper RIC:	
Supplier Address:	
NSN (COG-FSC-NIIN-SMIC):	9B-5325-006021230
Nomenclature:	RECEPTACLE,TURNLOCK FASTENER
Quantity Shipped:	
Unit of Issue	EA
Unit Cost:	
To RIC:	NBZ
From RIC:	
Ship Date:	
Transportation Number:	
Inventory Control Point:	
Priority Code:	13
Media Status:	S
Signal Code:	A
Funding Code:	KZ
Advice Code:	
Project Code:	770

**Figure 7.6**

Associated Button Functionality for **Figure 7.6**

- **Print:** Allows user to print the report.
- **Back:** Will return user to the “Requisition Search” page.

**NOTE:** Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters.

## 8 Routing Identifier Code (RIC)

The Routing Identifier Code (RIC) search tool is used to locate RICs including organization names and addresses.

### 8.1 Routing Identifier Code Search

After selecting “Routing Identifier Code Search”, the Routing Identifier Code Search Screen will appear (**Figure 8.1**).

The screenshot shows the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, there is a navigation bar with 'Home • Help' and 'User Profile: SEARCH (ALPHA) USER GUIDE • Logout'. Below this is a menu for 'APPLICATIONS' with various options like 'ADMIN Links', 'Contract Award and Delivery Data (CAD)', etc. The main content area is titled 'Routing Identifier Code Search' and contains 'Instructions' for using the search tool. It features two text input fields: 'RIC:' and 'Activity Name:', followed by a 'Search' button.

**Figure 8.1**

Associated Data Fields for **Figure 8.1**

- **RIC:** Text field for the user to enter a valid RIC.
- **Activity Name:** Text field for the user to enter a valid Activity Name associated to a RIC.

### 8.2 RIC Data Field

Enter a RIC in the text field “RIC” as seen in **Figure 8.2**.

<a href="#">Routing Identifier Code Search</a>	<a href="#">Routing Identifier Code Ad Hoc Reports</a>
<b>Routing Identifier Code Search</b>	
<b>Instructions</b>	
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> .	
2. To view a specific record, enter <b>Routing Identifier Code</b> in <b>RIC</b> and click <b>Search</b>	
<b>RIC:</b>	<input type="text" value="Q7Z"/>
<b>Activity Name:</b>	<input type="text"/>
<input type="button" value="Search"/>	

**Figure 8.2**

Click the “Search” button to run the report. Sample results are shown in **Figure 8.3**.

<a href="#">Routing Identifier Code Search</a>	<a href="#">Routing Identifier Code Ad Hoc Reports</a>	
<b>Routing Identifier Code Search</b>		
<b>Instructions</b>		
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> .		
2. To view a specific record, enter <b>Routing Identifier Code</b> in <b>RIC</b> and click <b>Search</b>		
<b>RIC:</b>	<input type="text" value="Q7Z"/>	
<b>Activity Name:</b>	<input type="text"/>	
<input type="button" value="Search"/>		
<b>Total number of rows: 1</b>		
<b>RIC</b>	<b>DODAAC</b>	<b>Activity Name</b>
<a href="#">Q7Z</a>	N45112	NAVSEDET NAVAL MATERIAL QUALITY

**Figure 8.3**

### 8.3 Activity Name Data Field

Enter an Activity Name in the text field “Activity Name” as seen in **Figure 8.4** (this field may be partially filled out, but please note there may be several results).

<a href="#">Routing Identifier Code Search</a>	<a href="#">Routing Identifier Code Ad Hoc Reports</a>
<b>Routing Identifier Code Search</b>	
<b>Instructions</b>	
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> .	
2. To view a specific record, enter <b>Routing Identifier Code</b> in <b>RIC</b> and click <b>Search</b>	
<b>RIC:</b>	<input type="text"/>
<b>Activity Name:</b>	<input type="text" value="NAVSEA"/>
<input type="button" value="Search"/>	

**Figure 8.4**

Click the “Search” button to run the report. Sample results are shown in **Figure 8.5**.

Routing Identifier Code Search    Routing Identifier Code Ad Hoc Reports

### Routing Identifier Code Search

**Instructions**  
 1. To search existing records, enter **Parameter(s)** and click **Search**.  
 2. To view a specific record, enter **Routing Identifier Code** in **RIC** and click **Search**

**RIC:**

**Activity Name:**

---

Total number of rows: 10

RIC	DODAAC	Activity Name
<a href="#">NAW</a>		NAVSEA STAGING FACILITY
<a href="#">NSU</a>		NAVSEA EAST COAST STAGING FACILITY
<a href="#">NSV</a>		NAVSEA STAGING FACILITY PACIFIC
<a href="#">NVL</a>		NAVSEA STAGING FACILITY PACIFIC
<a href="#">NYA</a>		NAVSEA STAGING FACILITY ATLANTIC
<a href="#">Q7Z</a>	N45112	NAVSEADET NAVAL MATERIAL QUALITY
<a href="#">R7A</a>		NAVSEA SMMSO PMS 390
<a href="#">Y4E</a>		NAVSEA CBRD TAVMS IMAGES
<a href="#">YRY</a>	N39029	NAVSEATECHREP AEGIS
<a href="#">YVY</a>	N39029	NAVSEATECHREP AEGIS

**Figure 8.5**

The RIC listed in the “RIC” column is a hyperlink. When clicked, it will bring the user to the PDREP – ROUTING IDENTIFIER CODE Report screen (**Figure 8.6**).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ►      User Profile: [SEARCH \(ALPHA\) USER GUIDE](#) ► • [Logout](#)

---

**PDREP - ROUTING IDENTIFIER CODE**

**Routing Identifier Code:** Q7Z

**DODAAC:** N45112

**Activity Name1:** NAVSEADET NAVAL MATERIAL QUALITY

**Activity Name2:** ASSESSMENT OFFICE FEDERAL BUILDING

**PO Box Number:**

**Street Address1:**

**Street Address2:**

**City:** PORTSMOUTH

**State:** NH

**Zip Code:** 03801-3884

**Telephone Number:**

**DSN Number:**

**Fax Number:**

**POC Name:**

**Email Address:**

**Figure 8.6**

Associated Button Functionality for **Figure 7.6**

- **Print:** Allows user to print the report.

- **Back:** Will return user to the “Routing Identifier Search” page.

**NOTE:** Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters.

## 9 USER SEARCH

The 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” (**Figure 9.1**).



**Figure 9.1**

### 9.1 User Search

After selecting “User Search”, the “User Search” screen will appear (**Figure 9.2**).

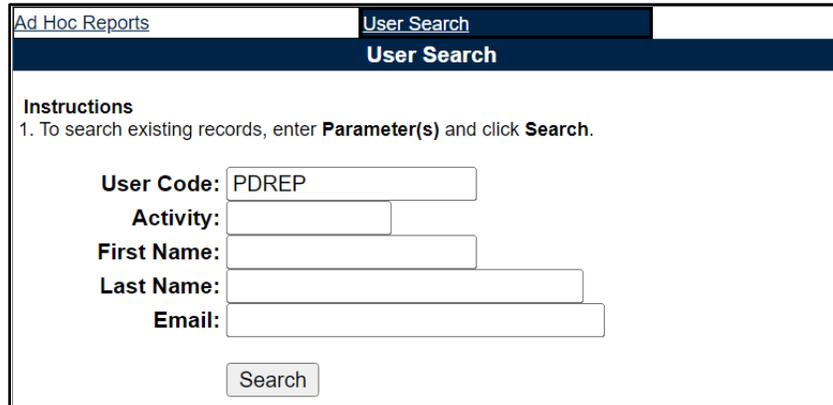
 A screenshot of the "User Search" screen. At the top, there are two tabs: "Ad Hoc Reports" and "User Search", with "User Search" being the active tab. Below the tabs is a dark blue header with the text "User Search". Underneath, there is an "Instructions" section with the text: "1. To search existing records, enter Parameter(s) and click Search." Below the instructions are five input fields: "User Code:", "Activity:", "First Name:", "Last Name:", and "Email:". At the bottom of the form is a "Search" button.

**Figure 9.2**

## Associated Data Fields for **Figure 9.2**

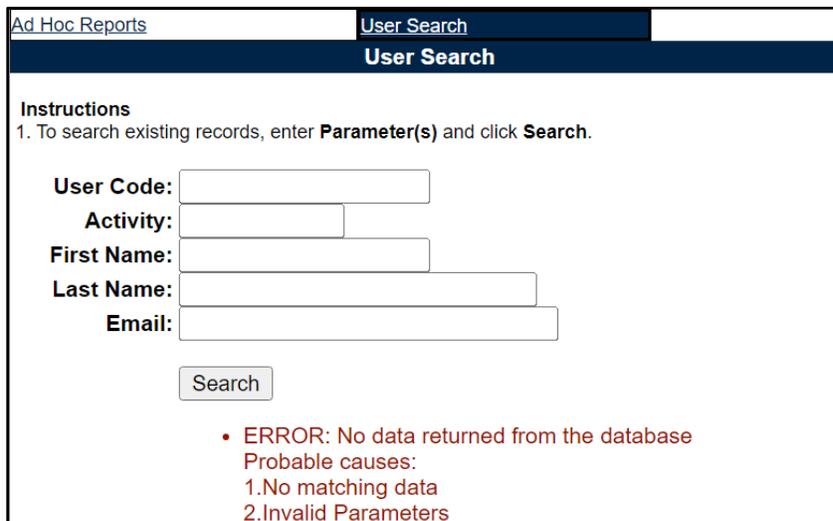
- **User Code:** User ID of the individual being searched.
- **Activity:** Activity of the individual being searched.
- **First Name:** First name of the individual being searched.
- **Last Name:** Last name of the individual being searched.
- **Email:** Email of the individual being searched.

Enter the criteria for the search (**Figure 9.3**). At least one data field is mandatory to be entered for results to populate. If no parameters are used, the error message in **Figure 9.4** will appear.



The screenshot shows a web interface for "User Search". At the top, there are two tabs: "Ad Hoc Reports" and "User Search", with "User Search" selected. Below the tabs is a dark blue header with the text "User Search". Underneath is a section titled "Instructions" with the text: "1. To search existing records, enter **Parameter(s)** and click **Search**." Below the instructions are five input fields: "User Code:" with the value "PDREP", "Activity:", "First Name:", "Last Name:", and "Email:". A "Search" button is located at the bottom of the form.

**Figure 9.3**



The screenshot shows the same "User Search" interface as Figure 9.3, but with all input fields empty. Below the "Search" button, there is a red error message: "• ERROR: No data returned from the database". Underneath the error message, it lists "Probable causes:" followed by two numbered items: "1.No matching data" and "2.Invalid Parameters".

**Figure 9.4**

Click the "Search" button to populate results (**Figure 9.5**).

Ad Hoc Reports	User Search				
<b>User Search</b>					
<b>Instructions</b>					
1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> .					
<b>User Code:</b>	<input type="text" value="PDREP"/>				
<b>Activity:</b>	<input type="text"/>				
<b>First Name:</b>	<input type="text"/>				
<b>Last Name:</b>	<input type="text"/>				
<b>Email:</b>	<input type="text"/>				
<input type="button" value="Search"/>					
Total number of rows: 1					
User Search List Download: <a href="#">Click here</a> to download data in Microsoft Excel format					
<b>User Code</b>	<b>First Name</b>	<b>Last Name</b>	<b>Activity</b>	<b>Email</b>	<b>User Status</b>
PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED

**Figure 9.5**

The data results may be downloaded to MS Excel by using the <here> hyperlink found above the results (**Figure 9.6**).

Total number of rows: 1					
User Search List Download: <a href="#">Click here</a> to download data in Microsoft Excel format					
<b>User Code</b>	<b>First Name</b>	<b>Last Name</b>	<b>Activity</b>	<b>Email</b>	<b>User Status</b>
PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED

**Figure 9.6**

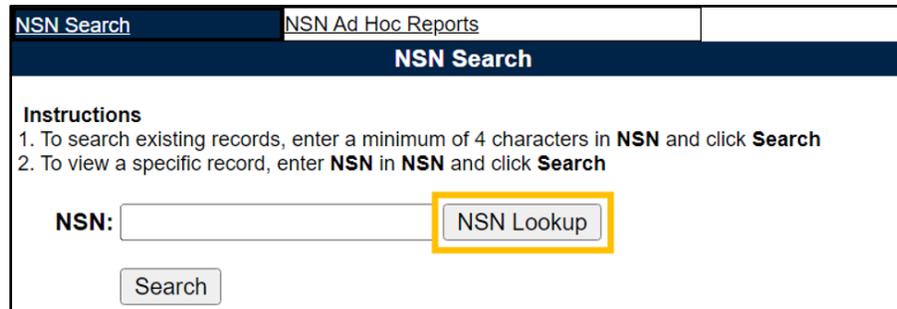
**NOTE:** Partial searches are supported in all fields, but results exceeding 10,000 records will require further refinement of search parameters.

## 10 ADDITIONAL FUNCTIONALITY

### 10.1 Lookup Button

**NOTE:** The figures shown are from the NSN Lookup; however, all lookup searches work in the same manner and have the same functionality.

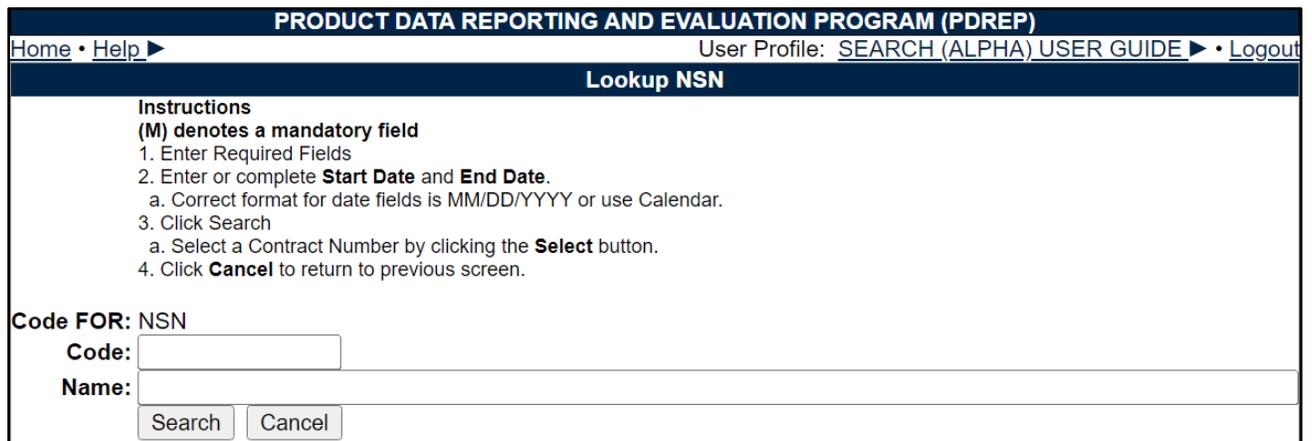
An example of the “Lookup” button within the NSN Search module can be found within **Figure 10.1**.



The screenshot shows a web interface for "NSN Search". At the top, there are two tabs: "NSN Search" (selected) and "NSN Ad Hoc Reports". Below the tabs is a dark blue header with the text "NSN Search". Underneath, there is an "Instructions" section with two numbered steps: "1. To search existing records, enter a minimum of 4 characters in **NSN** and click **Search**" and "2. To view a specific record, enter **NSN** in **NSN** and click **Search**". Below the instructions is a form with a label "NSN:" followed by a text input field. To the right of the input field is a button labeled "NSN Lookup", which is highlighted with a yellow border. Below the input field and the "NSN Lookup" button is a "Search" button.

**Figure 10.1**

The Lookup functionality allows the user to lookup information either by Code or Name. **Figure 10.2** shows the Lookup page (specifically for NSN in this example) after clicking the “NSN Lookup” button on the “NSN Search” page.



The screenshot shows a web interface for "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)". At the top, there is a navigation bar with "Home • Help" and "User Profile: SEARCH (ALPHA) USER GUIDE • Logout". Below the navigation bar is a dark blue header with the text "Lookup NSN". Underneath, there is an "Instructions" section with a note "(M) denotes a mandatory field" and four numbered steps: "1. Enter Required Fields", "2. Enter or complete **Start Date** and **End Date**. a. Correct format for date fields is MM/DD/YYYY or use Calendar.", "3. Click Search a. Select a Contract Number by clicking the **Select** button.", and "4. Click **Cancel** to return to previous screen.". Below the instructions, there is a section labeled "Code FOR: NSN" with two input fields: "Code:" and "Name:". Below the input fields are "Search" and "Cancel" buttons.

**Figure 10.2**

Enter an NSN in the “Code” field. A minimum of four characters is required. See **Figure 10.3** with sample data entered in the “Code” text box.

Lookup NSN	
<p><b>Instructions</b>  <b>(M) denotes a mandatory field</b>            1. Enter Required Fields            2. Enter or complete <b>Start Date</b> and <b>End Date</b>.               a. Correct format for date fields is MM/DD/YYYY or use Calendar.            3. Click Search               a. Select a Contract Number by clicking the <b>Select</b> button.            4. Click <b>Cancel</b> to return to previous screen.</p>	
Code FOR: NSN	
Code:	<input type="text" value="003162411"/>
Name:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>

Figure 10.3

The results of entering the code are shown in Figure 10.4.

Lookup NSN	
<p><b>Instructions</b>  <b>(M) denotes a mandatory field</b>            1. Enter Required Fields            2. Enter or complete <b>Start Date</b> and <b>End Date</b>.               a. Correct format for date fields is MM/DD/YYYY or use Calendar.            3. Click Search               a. Select a Contract Number by clicking the <b>Select</b> button.            4. Click <b>Cancel</b> to return to previous screen.</p>	
Code FOR: NSN	
Code:	<input type="text" value="003162411"/>
Name:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>
Code	Name
1H1005003162411	PIN,FIRING
	<input type="button" value="Select"/>

Figure 10.4

Users can search by the NSN Name shown in Figure 10.5.

Lookup NSN	
<p><b>Instructions</b>  <b>(M) denotes a mandatory field</b>            1. Enter Required Fields            2. Enter or complete <b>Start Date</b> and <b>End Date</b>.               a. Correct format for date fields is MM/DD/YYYY or use Calendar.            3. Click Search               a. Select a Contract Number by clicking the <b>Select</b> button.            4. Click <b>Cancel</b> to return to previous screen.</p>	
Code FOR: NSN	
Code:	<input type="text"/>
Name:	<input type="text" value="FIRING PIN"/>
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>

Figure 10.5

The results of entering the Name are shown in **Figure 10.6**.

Lookup NSN		
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field            1. Enter Required Fields            2. Enter or complete <b>Start Date</b> and <b>End Date</b>.                a. Correct format for date fields is MM/DD/YYYY or use Calendar.            3. Click Search                a. Select a Contract Number by clicking the <b>Select</b> button.            4. Click <b>Cancel</b> to return to previous screen.</p>		
Code FOR: NSN		
Code:	<input type="text"/>	
Name:	FIRING PIN	
	<input type="button" value="Search"/>	<input type="button" value="Cancel"/>
Code	Name	Select
9B1680008678780	ADAPTER,FIRING PIN	<input type="button" value="Select"/>
1005009371397	ANVIL,FIRING PIN	<input type="button" value="Select"/>
1377003286099	BREECH AND FIRING PIN ASS	<input type="button" value="Select"/>
1377001410333	BREECH-FIRING PIN	<input type="button" value="Select"/>
9B1010004036107	BUSHING,FIRING PIN	<input type="button" value="Select"/>
9B5365005299543	BUSHING,FIRING PIN	<input type="button" value="Select"/>
1005005630604	CAM,FIRING PIN	<input type="button" value="Select"/>
9Q5120005025032	CLEANING TOOL,FIRING PIN	<input type="button" value="Select"/>
1010011229555	COVER,FIRING PIN	<input type="button" value="Select"/>
1015001919072	CUP,HUB,FIRING PIN	<input type="button" value="Select"/>
1010009192928	CUSHION,FIRING PIN	<input type="button" value="Select"/>
1420008838108	DETENT AND FIRING PIN ASS	<input type="button" value="Select"/>
1660004583612	DETENT,FIRING PIN	<input type="button" value="Select"/>

**NOTE:** Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters. CAGE look up only allows partial searches in the 'Name' field.

If a user clicks the "Select" button next to the desired NSN, the report page will appear (**Figure 10.6**).

PDREP - NSN	
<b>NSN NIIN:</b>	008678780
<b>NSN FSC:</b>	1680
<b>Material Description:</b>	ADAPTER,FIRING PIN
<b>Unit Price:</b>	1035.34
<b>Navy COG:</b>	9B-Defense Logistics Agency (DLA)
<b>Navy SMIC:</b>	-
<b>Integrated Material Manager:</b>	SMS
<b>Navy / Marine Material Management Code:</b>	-
<b>Army Material Category Code:</b>	
<b>FIIG - Criticality Code:</b>	-
<b>Ship CSI Indicator:</b>	
<b>Government Source Inspection:</b>	
<b>Controlled Industrial Material:</b>	NO
<b>Product Design Activity:</b>	-

**Figure 10.6**

## 10.2 Ad Hoc Reports

To access the Ad Hoc Reports, either select the “Ad Hoc Reports” option from the main menu fly-out links (**Figure 10.7**), or click the “Ad Hoc Reports” tab once in the desired Search tool (**Figure 10.8**).

SEARCHES	
CAGE ▶	Ad hoc Reports
DODAAC	Search
External Links ▶	
FSC ▶	
NSN ▶	
PDREP Search	
Requisition ▶	
Routing Identifier Code ▶	
UII Search	
User Search▶	

**Figure 10.7**

CAGE Search	CAGE Ad Hoc Reports
<b>VIEW Record(s)</b>	
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter required fields 2. Click <b>View Record</b>	
<b>PDREP - CAGE CODE</b>	
(M) CAGE Code:	<input type="text"/> <input type="button" value="CAGE Lookup"/>
	<input type="button" value="View Record"/>

**Figure 10.8**

### Using the Ad Hoc Reports tool

- Please refer to the Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide for assistance using the Ad Hoc Report Tool.
- The Ad Hoc query generator can be used to generate a variety of reports; on-screen instructions are available as a reminder on how to create the Ad Hoc 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 obtain results.
- Users may run the query and adjust by returning to the Ad Hoc Report page after running a query. The results can be downloaded as an Excel spreadsheet when complete.
- 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](https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm) (Figure 10.9) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (Figure 10.10).

# Guides and Manuals

## PDREP Guides and Manuals

**General**

- [Attaching a file in PDREP](#) *September 2021*
- [Customer Service Request \(CSR\)](#) *June 2019*
- [Search Tools](#) *May 2022*
- [User Access Request](#) *October 2023*

**PDREP Tools**

- [ADHOC Search](#) *September 2022*
- [Contract Award & Delivery \(CAD\) Data Application](#) *October 2023*
- [Contractor Profile](#) *May 2020*
- [DoD Corrective Action Request \(CAR\)](#) *October 2023*
- [Engineering Referral System \(ERS\)](#) *October 2023*
- [Material Inspection Records \(MIR\)](#) *October 2023*
- [Quality Assurance Letter of Instruction \(QALI\)](#) *May 2023*
- [Receipt Inspection Management System \(RIMS\)](#) *October 2023*
- [SPPI Bulletin \(SB\)](#) *January 2022*
- [Supply Action Module \(SAM\)](#) *October 2023*
- [Supplier Audit and Assessment \(SAA\)](#) *September 2022*
- [Supply Discrepancy Report \(SDR\)](#) *October 2023*
- [Survey, Special Quality, & Test Records Applications](#) *October 2023*

**Other Programs**

- [Exhibit & Shipment Tracking](#) *October 2023*
- [PDREP Prime Contractor](#) *January 2020*
- [Warranty & Source of Repair Tracking](#) *September 2022*

**Product Quality Deficiency Reports (PQDR)**

- **Originator Documents**
  - [Originator Instructions](#) *October 2023*
  - [Local Purchase Instructions](#) *October 2023*
- **Screening Point Documents**
  - [Screening Point Instruction](#) *October 2023*
  - [Army Master Screener Instruction](#) *October 2023*
- **Action Point Documents**
  - [Action Point Instructions](#) *October 2023*
  - [Army Action Officer Instruction](#) *October 2023*
- **Support Point Documents**
  - [1227 Instructions](#) *October 2023*
  - [QAR Investigation](#) *October 2023*
  - [DRPM Investigation](#) *October 2023*

**DCMA Tools**

- [DCMA Corrective Action Request \(CAR\)](#) *October 2023*
- [DCMA Letter of Delegation \(LOD\)](#) *October 2023*
- [DCMA Supplier Risk System \(SRS\)](#) *January 2022*
- [DCMA Surveillance Plan \(SP\) KTR Details](#) *October 2023*
- [DCMA Surveillance Plan \(SP\) Records](#) *October 2023*
- [DCMA Surveillance Plan \(SP\) Scheduler](#) *October 2023*

Figure 10.9

Welcome, SEARCHES (BETA) USER GUIDE

[Home](#) • [Help](#)

<b>ADMIN Links</b>	Contact Help Desk with comment, question, or feedback
<b>Contract Award &amp; Delivery</b>	Make a User Access or User Account Change
<b>Corrective Action Request</b>	View the user guides for help
<b>Controlled Industrial</b>	View the FAQs to see if the answer to my question is there
<b>Customer Service</b>	Suggest a change to software or report a problem with the website
<b>Material Inspection</b>	
<b>Product Quality</b>	
<b>QALI/Letter of Disposition</b>	
<b>Special Quality</b>	
<b>Supplier Audit &amp; Assessment</b>	
<b>Supply Action Module (SAM)</b>	

Figure 10.10

## 11 SUMMARY

This concludes the PDREP Search Tools user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.

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

Contact information for the support desk is provided below.

**E-Mail:** 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.

**Commercial:** 207.438.1690

**DSN:** 684.1690

**Fax:** 207.438.6535