



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.

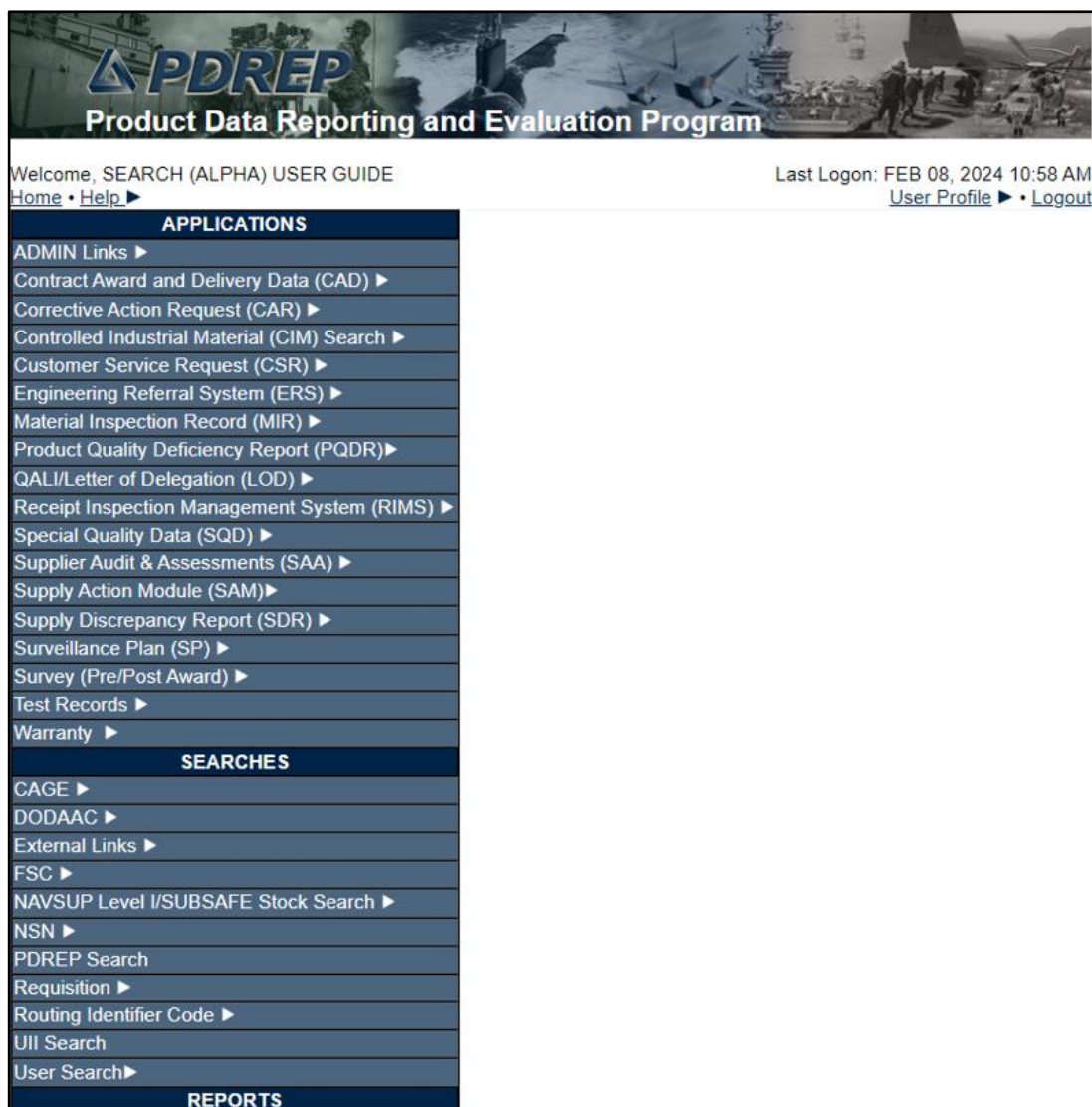


Figure 1.1

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

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) ▶ 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 ▶		CAGE Search CAGE Ad Hoc Reports
SEARCHES CAGE ▶ DODAAC ▶ External Links ▶ FSC ▶ NAVSUP Level I/SUBSAFE Stock Search ▶ NSN ▶ PDREP Search Requisition ▶ Routing Identifier Code ▶ UJI Search User Search ▶		VIEW Record(s) Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record PDREP - CAGE CODE (M) CAGE Code: <input type="text"/> <input type="button" value="CAGE Lookup"/> <input type="button" value="View Record"/>

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
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) ▶	CAGE Search <input type="text"/> CAGE Ad Hoc Reports <input type="text"/> VIEW Record(s) Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record PDREP - CAGE CODE (M) CAGE Code: <input type="text"/> CAGE Lookup <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
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) ▶	CAGE Search <input type="text"/> CAGE Ad Hoc Reports <input type="text"/> VIEW Record(s) Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record PDREP - CAGE CODE (M) CAGE Code: <input type="text" value="PDREP"/> CAGE Lookup <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: SEARCH (ALPHA) USER GUIDE ▶ • Logout
<div> <div>Print</div> <div>Back</div> </div>	
PDREP - CAGE CODE	
Date: 02/09/2024	
<p>CAGE: PDREP</p> <p>REPLACED BY:</p> <p>COMPANY: PDREP CO</p> <p>PO BOX:</p> <p>ADDRESS: NSLC PORTSMOUTH PORTSMOUTH, NH 03804</p> <p>PHONE NUMBER:</p> <p>CAO:</p> <p>CODES:</p> <p>STATUS:</p> <p>LAST UPDATED:</p> <p>SMALL BUSINESS:</p> <p>INDICATORS:</p> <p>MANUFACTURER:</p> <p>GOVERNMENT IND: N</p>	

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)	
<p>Instructions</p> <p>(M) denotes a mandatory field</p> <ol style="list-style-type: none"> 1. Enter required fields 2. Click View Record 	
<ul style="list-style-type: none"> • CAGE Code is invalid 	
PDREP - CAGE CODE	
<p>(M) CAGE Code:</p>	<div> <div>12256</div> <div>CAGE Lookup</div> </div> <div>View Record</div>

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)	
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record	
• CAGE Code must be 5 characters	
PDREP - CAGE CODE	
(M) CAGE Code:	<div>PDREPP</div> <div>CAGE Lookup</div> <div>View Record</div>

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	DODAAC Search DODAAC Ad Hoc Reports
ADMIN Links ▶	VIEW Record(s)
Contract Award and Delivery Data (CAD) ▶	Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record
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: <div><div></div><div>DODAAC Lookup</div><div>View Record</div></div>

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 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) ▶	DODAAC Search	DODAAC Ad Hoc Reports
	VIEW Record(s)	
	Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record	
	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	
<p> DODAAC: N45112 SYSCOM Code: 1-NAVSEA Major Command Code: N0-Naval Sea Systems Cmd DCAS Region: - Activity Type: 21-MISCELLANEOUS NAVY CAO Ind: NO TYCOM Code: C1-NAVSEA </p> <p> TAC1 Activity: NAVSEALOGCEN PORTSMOUTH NH NAVAL SEA LOGISTICS CENTER TAC1 P.O. Box: TAC1 Address: PORTSMOUTH NAVAL SHIPYARD BLDG 153-2 PORTSMOUTH, NH 03804-5000 </p> <p> TAC2 Activity: NAVAL SEA LOGISTIS CNTR PORTSMOUTH NSLC PORTSMOUTH TAC2 P.O. Box: TAC2 Address: BLDG 153-2 PORTSMOUTH, NH 03804 </p> <p> TAC3 Activity: DEFENSE FINANCE AND ACCOUNTING SERV CLEVELAND-CHARLESTON TAC3 P.O. Box: 998022 TAC3 Address: CLEVELAND, OH 44199-8022 </p>	

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**).

VIEW Record(s)	
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record	
• DODAAC is invalid	
PDREP - DODAAC	
(M) DODAAC:	<input type="text" value="123123"/> <input type="button" value="DODAAC Lookup"/> <input type="button" value="View Record"/>

Figure 3.4

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

VIEW Record(s)	
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record	
• DODAAC must be 6 characters	
PDREP - DODAAC	
(M) DODAAC:	<input type="text" value="123"/> <input type="button" value="DODAAC Lookup"/> <input type="button" value="View Record"/>

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". It contains a label "(M) FSC:" followed by a text input field containing "1111". To the right of the input field is a button labeled "FSC Lookup". Below the input field is a button labeled "View Record".

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". It contains a label "(M) FSC:" followed by a text input field containing "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 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: 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)▶	NSN Search	NSN Ad Hoc Reports
	NSN Search	
	Instructions 1. To search existing records, enter a minimum of 4 characters in NSN and click Search 2. To view a specific record, enter NSN in NSN and click Search	
	NSN:	<input type="text"/>
		<input type="button" value="NSN Lookup"/>
		<input type="button" value="Search"/>

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: 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)▶	NSN Search	NSN Ad Hoc Reports
	NSN Search	
	Instructions 1. To search existing records, enter a minimum of 4 characters in NSN and click Search 2. To view a specific record, enter NSN in NSN and click Search	
	NSN:	<input type="text" value="0316"/>
		<input type="button" value="NSN Lookup"/>
		<input type="button" value="Search"/>

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

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) ▶

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 ▶

NAVSUP Level I/SUBSAFE Stock Search ▶

NSN ▶

PDREP Search

Requisition ▶

Routing Identifier Code ▶

UJI Search

User Search▶

REPORTS

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

1. To search existing records, enter a minimum of 4 characters in **NSN** and click **Search**
2. To view a specific record, enter **NSN** in **NSN** and click **Search**

NSN: 0316

NSN Lookup

Search

Total number of rows: 2515

NSN	COG	SMIC	Material Description
1005 003162411	1H		PIN,FIRING
1005 006900316			DEPRESSOR,CARTRIDGE
1010 003403169			GUIDE,AMMUNITION CH
1015 002100316	9B		GUIDE,PACKING
1015 003160251			RECOIL MECHANISM,105 MILL
1025 003570316			LUG,HOUSING
1030 003803168	9C		GLAND,PACKING
1095 002110316			FAIRING,BOMB RACK
1095 003165337			PLATE,SWAY BRACE BEARING,
1210 001310316	9B		CYLINDER
1220 003160257			KNOB ASSY ELEVATION
1220 003160261			TERMINAL
1240 003160263			RETAINER,OPTICAL ELEMENT
1240 003160265			CELL ASSEMBLY,OPTICAL INS
1270 003165644			BRACKET,ACTUATOR BA
1270 003165647			CLAMP,RESOLVER,CONT
1270 003165651			COVER,COMPUTER
1270 003165656			FOLLOWER,SCREW,SWIT
1270 003165658			GEAR ASSY,SPUR,GEAR
1270 003165659			GEAR ASSEMBLY,SPUR
1270 003165661			GEAR,SPUR,FIRE CONT
1270 003165679			SPRING,FLAT OFFSET
1270 003165691			SUPPORT.MOUNTING BA

Figure 5.3

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help

User Profile: SEARCH (ALPHA) USER GUIDE • Logout

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)

Receipt Inspection Management System (RIMS)

Special Quality Data (SQD)

Supplier Audit & Assessments (SAA)

Supply Action Module (SAM)

Supply Discrepancy Report (SDR)

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

1. To search existing records, enter a minimum of 4 characters in NSN and click Search

2. To view a specific record, enter NSN in NSN and click Search

NSN: 0316

NSN Lookup

Search

Total number of rows: 2515

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help

User Profile: SEARCH (ALPHA) USER GUIDE • Logout

Print Back

PDREP - NSN

NSN NIIN: 003162411

NSN FSC: 1005

Material Description: PIN FIRING

Unit Price: 0.88

Navy COG: 1H-Naval Inventory Control Point - Mechanicsburg (NAVICP-M)

Navy SMIC: -

Integrated Material Manager: N35

Navy / Marine Material Management Code: -

Army Material Category Code: -

FIIG - Criticality Code: -

Ship CSI Indicator: -

Government Source Inspection: -

Controlled Industrial Material: NO

Product Design Activity: -

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).

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

1. To search existing records, enter a minimum of 4 characters in NSN and click Search

2. To view a specific record, enter NSN in NSN and click Search

NSN: 12345678910111211

NSN Lookup

Search

• 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).

VIEW Record(s)	
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record	
• FSC must be 4 digits	
PDREP - FSC	
(M) FSC:	<input type="text" value="1"/> <input type="button" value="FSC Lookup"/>
<input type="button" value="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).

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

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	PDREP Search
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) ▶ 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 ▶	<p>PDREP Search</p> <p>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.</p> <p>Date Range (M) Start Date: 02/09/2023 (M) End Date: 02/09/2024 (M) Search By: CAGE CODE ▼ (M) Search For: <input type="text"/> <input type="button" value="Code Lookup"/> Output: <input checked="" type="radio"/> PDREP <input type="radio"/> DLA-QNR</p> <div> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> <ul style="list-style-type: none"> <input type="checkbox"/> BULLETINS <input type="checkbox"/> CONTRACT AWARD AND DELIVERY DATA <input type="checkbox"/> CORRECTIVE ACTION REQUEST <input type="checkbox"/> GIDEP ALERTS <input type="checkbox"/> MATERIAL INSPECTION RECORDS <input type="checkbox"/> PRODUCT QUALITY DEFICIENCY REPORTS <input type="checkbox"/> REQUISITION <input type="checkbox"/> SPECIAL QUALITY DATA <input type="checkbox"/> SUPPLIER AUDIT AND ASSESSMENTS <input type="checkbox"/> SUPPLY DISCREPANCY REPORT <input type="checkbox"/> SURVEYS <input type="checkbox"/> TEST REPORTS <input type="checkbox"/> WARRANTY TRACKING <p><input type="button" value="Search"/></p>
<p>SEARCHES</p> CAGE ▶ DODAAC ▶ External Links ▶ FSC ▶ NSN ▶ PDREP Search Requisition ▶ Routing Identifier Code ▶ UII Search User Search ▶	
<p>REPORTS</p> Contractor Profile Material Profile Supplier Risk System (SRS) ▶ DCIS Summary Report	

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

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

“DLA-QNR” selected

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

☐ DLA QUALITY NOTIFICATION DATA (EBS)

☐ DLA TECHNICAL DATA CODE (EBS)

☐ DLA TERMINATION CODE (EBS)

☐ DLA WEAPONS SYSTEMS DATA CODE (EBS)

Search

Figure 6.3

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

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: CAGE CODE

Code Lookup

Output: CONTRACT NUMBER R

DODAAC

FSC

NIIN

NSN

STATE (NCIS Report)

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 6.4

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

Figure 6.5 shows a search form with the following fields and options:

- Date Range:** (M) Start Date: 02/09/2023, (M) End Date: 02/09/2024
- (M) Search By:** CAGE CODE (dropdown menu)
- (M) Search For:** PDREP (text input field, highlighted with a yellow box)
- Code Lookup:** Button
- 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**).

Figure 6.6 shows the same search form as Figure 6.5, but with an expanded list of modules to select. The list includes:

- ☒ 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

Buttons for "Select ALL", "Deselect ALL", and "Search" are also visible.

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 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 6.7 (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 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 6.8 (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

- ☐ 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 6.9

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

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

COMPANY NAME: PDREP CO

CITY: PORTSMOUTH

STATUS:

REPLACE CODE(If any):

STATE/ZIP: NH 03804

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

Run 02/09/2024

PDREP Records	
Records	
0	BULLETINS
0	CONTRACT AWARD AND DELIVERY DATA
52	CORRECTIVE ACTION REQUEST
0	REQUISITION
0	SUPPLY DISCREPANCY REPORT
2	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**).

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

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"/>		
Instructions 1. Click the link to view the record details. 2. Click Back 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
LEVEL I	PDREP20246D	PDREP		01/05/2024
LEVEL I	PDREP20245D	PDREP		01/04/2024
LEVEL I	PDREP20243D	PDREP		01/04/2024
LEVEL I	PDREP20242D	PDREP		01/04/2024
LEVEL I	PDREP20241D	PDREP		01/04/2024
LEVEL II	PDREP202399D	PDREP		12/14/2023
LEVEL I	PDREP202397P	PDREP		12/06/2023
LEVEL II	PDREP202396P	PDREP		12/05/2023
LEVEL II	PDREP202393O	PDREP		11/02/2023
LEVEL I	PDREP202392D	PDREP		10/06/2023
LEVEL I	PDREP202382P	PDREP		10/05/2023
LEVEL II	PDREP202380P	PDREP		09/29/2023
LEVEL II	PDREP202379P	PDREP		09/29/2023
LEVEL I	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:

Plant Ctr: PDREP

Contract #:

Prime Ctr:

P.O. Number:

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	PDREP-2024-0006D_Sub-Loc-Notification.pdf	
PDREP20240006D	PDREP-2024-0006D.pdf	

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.

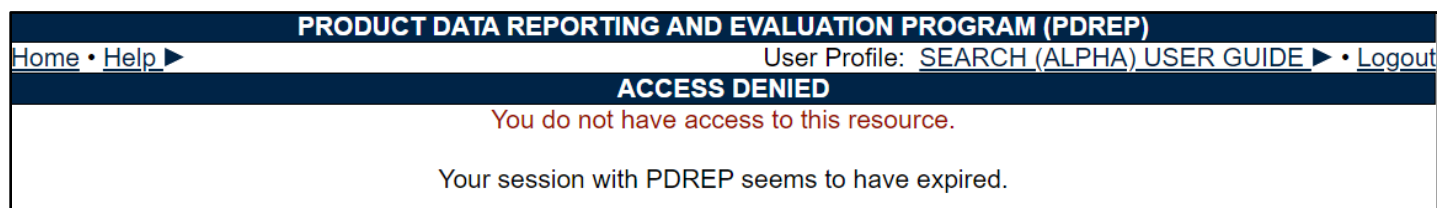


Figure 6.11

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	
Requisition Search		
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search. 2. To view a specific record, enter Requisition Number in Requisition and click Search.</p>		
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							
Requisition Search								
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search. 2. To view a specific record, enter Requisition Number in Requisition and click Search.</p>								
Requisition Number:	<input type="text" value="N0016771517845"/>							
NIIN:	<input type="text"/>							
	<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>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	
Requisition Search		
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search. 2. To view a specific record, enter Requisition Number in Requisition and click Search.</p>		
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															
Requisition Search																
Instructions 1. To search existing records, enter Parameter(s) and click Search . 2. To view a specific record, enter Requisition Number in Requisition and click Search .																
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>N0020772191597 R</td><td>9B5325006021230</td><td>08/07/2007</td></tr><tr><td>N6008772200741 R</td><td>9B5325006021230</td><td>08/08/2007</td></tr><tr><td>N682127198DC74 R</td><td>9B5325006021230</td><td>08/01/2007</td></tr><tr><td>N682127214GT54 R</td><td>9B5325006021230</td><td>08/06/2007</td></tr></tbody></table>		Requisition Number	NSN	Raday Received Date	N0020772191597 R	9B5325006021230	08/07/2007	N6008772200741 R	9B5325006021230	08/08/2007	N682127198DC74 R	9B5325006021230	08/01/2007	N682127214GT54 R	9B5325006021230	08/06/2007
Requisition Number	NSN	Raday Received Date														
N0020772191597 R	9B5325006021230	08/07/2007														
N6008772200741 R	9B5325006021230	08/08/2007														
N682127198DC74 R	9B5325006021230	08/01/2007														
N682127214GT54 R	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 sidebar menu titled 'APPLICATIONS' containing links like 'ADMIN Links', 'Contract Award and Delivery Data (CAD)', '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)', and 'Receipt Inspection Management System (RIMS)'. The main content area is titled 'Routing Identifier Code Search' and includes 'Routing Identifier Code Search' and 'Routing Identifier Code Ad Hoc Reports' tabs. It features 'Instructions' for searching, two input fields labeled 'RIC:' and 'Activity Name:', and 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**.

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:	<input type="text" value="Q7Z"/>
Activity Name:	<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**.

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:	<input type="text" value="Q7Z"/>
Activity Name:	<input type="text"/>
<input type="button" value="Search"/>	
Total number of rows: 1	
RIC	DODAAC
Activity Name	
Q7Z	N45112
NAVSEADET 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).

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:	<input type="text"/>
Activity Name:	<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
NAW		NAVSEA STAGING FACILITY
NSU		NAVSEA EAST COAST STAGING FACILITY
NSV		NAVSEA STAGING FACILITY PACIFIC
NVL		NAVSEA STAGING FACILITY PACIFIC
NYA		NAVSEA STAGING FACILITY ATLANTIC
Q7Z	N45112	NAVSEADET NAVAL MATERIAL QUALITY
R7A		NAVSEA SMMSO PMS 390
Y4E		NAVSEA CBRD TAVMS IMAGES
YRY	N39029	NAVSEATECHREP AEGIS
YVY	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**).

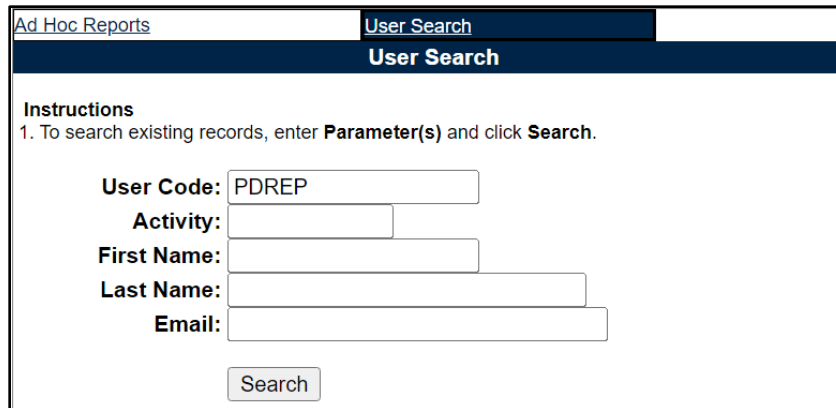
 A screenshot of the "User Search" screen. At the top, there are two tabs: "Ad Hoc Reports" and "User Search", with "User Search" being the active tab. Below the tabs is a header "User Search". Underneath the header, there is an "Instructions" section with the text: "1. To search existing records, enter Parameter(s) and click Search." Below the instructions are five input fields labeled "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**

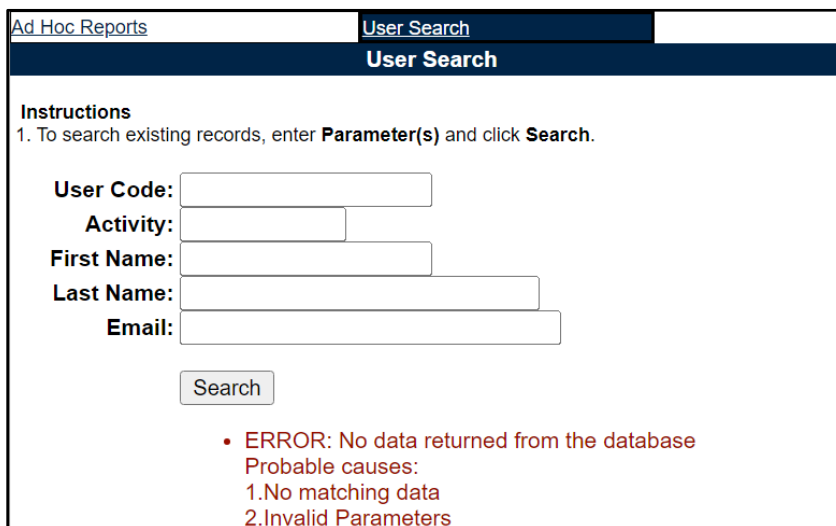
- **User Code:** User ID of the individual being searched.
- **Activity:** Activity of the individual being searched.
- **First Name:** First name of the individual being searched.
- **Last Name:** Last name of the individual being searched.
- **Email:** Email of the individual being searched.

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 application interface. 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 header bar with the text "User Search". The main content area is titled "Instructions" and contains the text: "1. To search existing records, enter **Parameter(s)** and click **Search**." Below the instructions are five input fields: "User Code:" (containing "PDREP"), "Activity:", "First Name:", "Last Name:", and "Email:". Each field has a corresponding text input box. At the bottom of the form is a "Search" button.

Figure 9.3



The screenshot shows the same web application interface as Figure 9.3, but with all input fields empty. Below the "Search" button, there is an error message in red text: "• ERROR: No data returned from the database". Below this 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
User Search	
Instructions 1. To search existing records, enter Parameter(s) and click Search .	
User Code:	<input type="text" value="PDREP"/>
Activity:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="Search"/>	
Total number of rows: 1 User Search List Download: Click here to download data in Microsoft Excel format	
User Code	First Name
Last Name	Activity
Email	User Status
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: Click here to download data in Microsoft Excel format					
User Code	First Name	Last Name	Activity	Email	User Status
PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED

Figure 9.6

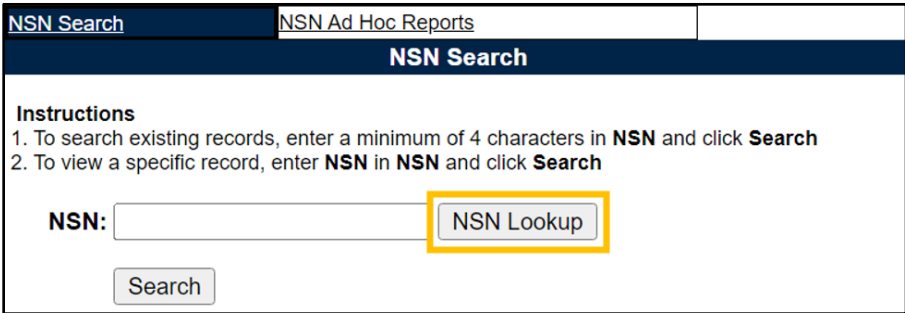
NOTE: Partial searches are supported in all fields, but results exceeding 10,000 records will require further refinement of search parameters.

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.

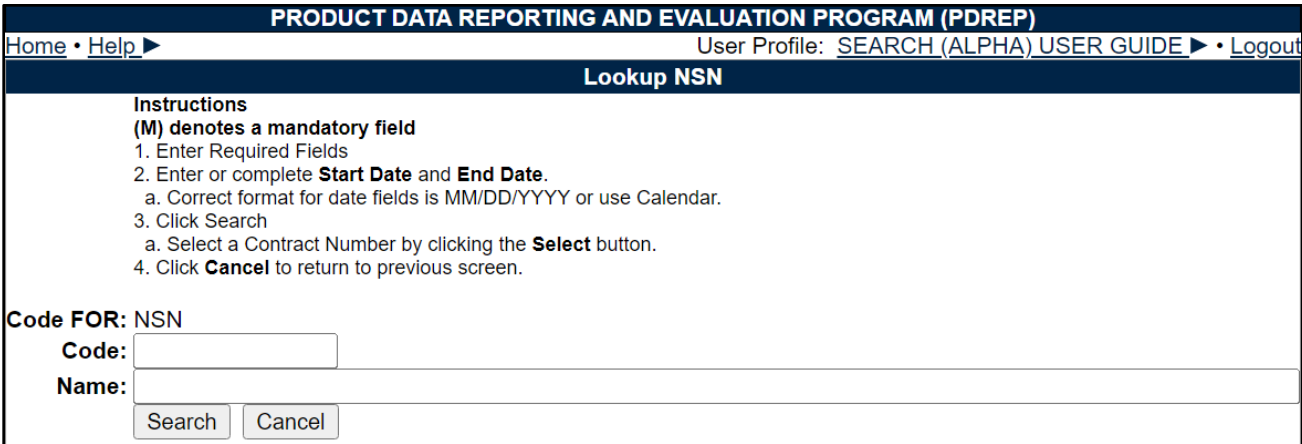
An example of the “Lookup” button within the NSN Search module can be found within **Figure 10.1**.



The screenshot shows a web interface for "NSN Search". At the top, there are two tabs: "NSN Search" (active) 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, there 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 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 dark blue header with the text "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)". Below the header, there is a navigation bar with "Home • Help" on the left and "User Profile: SEARCH (ALPHA) USER GUIDE • Logout" on the right. 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", and "4. Click **Cancel** to return to previous screen." Below the instructions, there is a section labeled "Code FOR: NSN". Under this label, there are 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	
Instructions (M) denotes a mandatory field 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. 4. Click Cancel to return to previous screen.	
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	
Instructions (M) denotes a mandatory field 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. 4. Click Cancel to return to previous screen.	
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	Select
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	
Instructions (M) denotes a mandatory field 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. 4. Click Cancel to return to previous screen.	
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		
Instructions (M) denotes a mandatory field 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. 4. Click Cancel to return to previous screen.		
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	
NSN NIIN:	008678780
NSN FSC:	1680
Material Description:	ADAPTER,FIRING PIN
Unit Price:	1035.34
Navy COG:	9B-Defense Logistics Agency (DLA)
Navy SMIC:	-
Integrated Material Manager:	SMS
Navy / Marine Material Management Code:	-
Army Material Category Code:	
FIIG - Criticality Code:	-
Ship CSI Indicator:	
Government Source Inspection:	
Controlled Industrial Material:	NO
Product Design Activity:	-

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**).

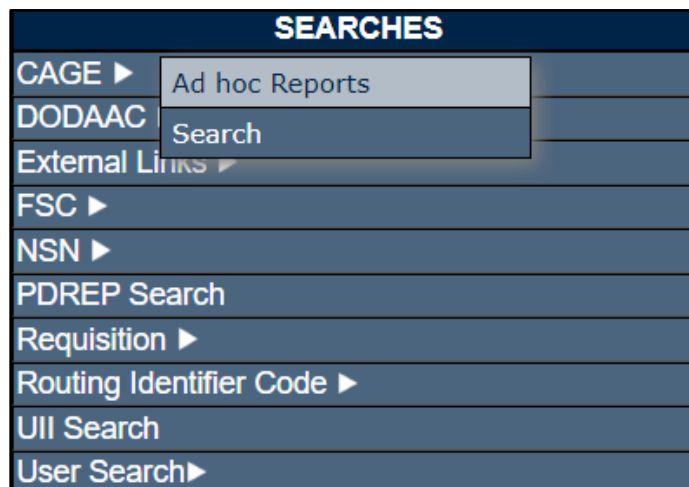


Figure 10.7

CAGE Search	CAGE Ad Hoc Reports
VIEW Record(s)	
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record	
PDREP - CAGE CODE	
(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 (**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**).

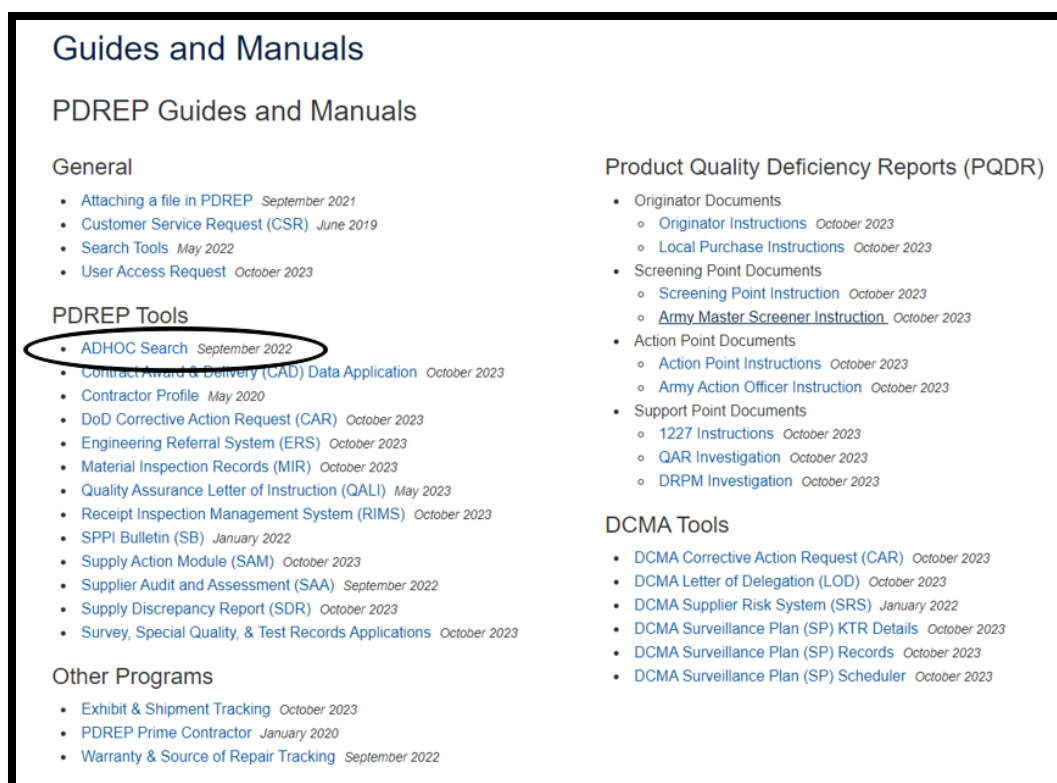


Figure 10.9

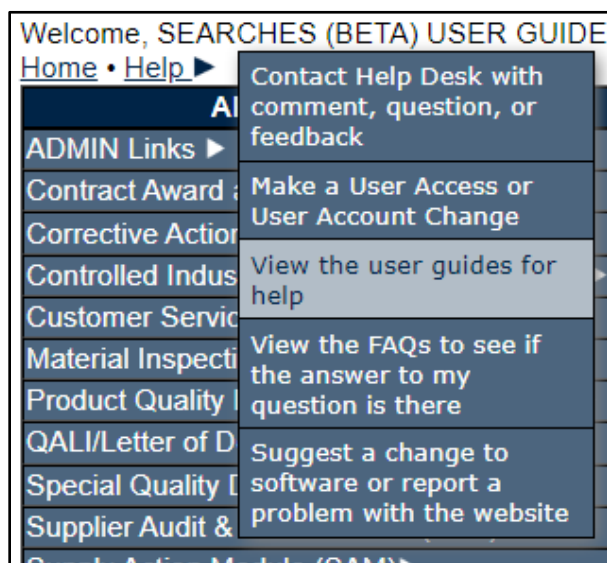


Figure 10.10

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.

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