



**Product Data Reporting  
and  
Evaluation Program  
(PDREP)**

**Warranty and Source of  
Repair Tracking**

**User Guide  
26 Jan 2019**

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Click link and the hold "CTRL" key to follow link

## **FOREWORD**

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the Warranty and Source of Repair search application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

### **REFERENCES:**

- a. Department of Defense Warranty Guide ([Click Here](#))

## INTRODUCTION

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

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

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

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

User access and login procedures can be located in the PDREP User Access and Login Procedures guide. First time PDREP users will need to submit a User Access request form, available on the NSLC home page: <http://www.nslcptsmh.csd.disa.mil>. Click on [User Access Request](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

To update your access to the PDREP-AIS system an Access Change Requests must be submitted. The User Access request form is available within the PDREP-AIS application. Once logged into the PDREP-AIS click ‘ [Your Name] ‘ in the upper right corner of the page, click ‘Click Here’ to update profile information, click ‘Access Change Request’ tab, Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

# 1 VIEWING THE WARRANTY LIST

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

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

The screenshot displays the PDREP home page with a green header bar containing 'FOUO' on the left and right, and 'UNCLASSIFIED' in the center. Below the header is a dark blue bar with the text 'Product Data Reporting and Evaluation Program (PDREP)'. The main content area is divided into two columns. The left column has a blue header 'PDREP APPLICATIONS' followed by a list of links: Contract Award and Delivery Data (CAD), Corrective Action Request (CAR), Material Inspection Record (MIR), Product Quality Deficiency Report (PQDR), Ship CSI Program (SCSI), Special Quality Data (SQD), Supply Discrepancy Report (SDR), Supplier Audit Program (SAP), Supplier Survey (Pre/Post Award), and Test Records. Below this is another blue header 'PDREP SEARCHES' followed by a list of search links: Ad Hoc Search, Bulletin Search, CAGE Search, DODAAC Search, DUNS Search, Feedback Search, FSC Search, GIDEP Search, Level 1/SubSafe Search, NSN Search, PDREP Search, PQDR Search, Qualified Product List Search, Requisition Search, Routing Identifier Code Search, SAP Search, SDR Search, UII Search, User Search, and Warranty/SOR Search. A red arrow points to the 'Warranty/SOR Search' link. The right column has a blue header 'PDREP REPORTS' followed by links: Contractor Profile, Material Profile, NAVSUP 874 Reports, NAVSUP 854 Reports, and NAVSUP Level 1 Reports. Below this is another blue header 'PDREP PARTNER REPORTS' followed by links: DCIS Summary Report, NASA Reports, and DLA Reports. At the top of the page, there are navigation links: 'PDREP Home • Submit Feedback • External Links • PDREP Manuals' and 'User Profile: • logout'. At the bottom, there is a footer with the text: 'PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.17, Build Date : 09/18/2014', 'Phone : (207) 438-1690 Email Technical Support', and 'Monday, 21<sup>st</sup> March, 2016'.

Figure 1.1

- b. Enter search criteria on the “Warranty Search’ page (Figure 1.2) as required.

FOUO UNCLASSIFIED FOUO  
Product Data Reporting and Evaluation Program (PDREP)

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[Warranty Search](#) [Source of Repair Search](#) [UII Search](#)



**Warranty Search**



**Instructions**  
**(M) denotes a mandatory field**

1. Enter the **Contract Number**
2. Enter the **Order Number**
3. Enter **Start Date** and **End Date** (using format MM/DD/YYYY)
4. Enter **CAGE**
5. Enter **Warranty UII**
6. Click the "Search" button

(M) Contract Number OR Non-DoD Number:

Order Number:

Start Date:   

End Date:   

CAGE Code:

Warranty UII(s):

Manual Entry  Scan Barcodes

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Phone : (207) 438-1690 [Email Technical Support](#)  
Monday, 21<sup>st</sup> March, 2016

**Figure 1.2**

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

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[Warranty Search](#) | [Source of Repair Search](#) | [UII Search](#)



**Warranty Search**



**Instructions**  
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1. Enter the **Contract Number**
2. Enter the **Order Number**
3. Enter **Start Date** and **End Date** (using format MM/DD/YYYY)
4. Enter **CAGE**
5. Enter **Warranty UII**
6. Click the "Search" button

(M) Contract Number OR Non-DoD Number:

Order Number:

Start Date:   

End Date:   

CAGE Code:

Warranty UII(s):

Manual Entry  Scan Barcodes

List Download: Click [here](#) to download data in Microsoft Excel format

Filter Records:

Contract Number	Order Number	Attachment Number	Line Item	Exhibit Line Item	Created Date	View Detail	Source of Repair
		123456			2014-05-23	<a href="#">View</a>	<a href="#">Search</a>

1 to 1 of 1      Showing 10 per page      First Previous 1 | Next Last

**Figure 1.3**

- e. To view details on contract, click "View Detail" link on Figure 1.3 This will allow you to look at all records that are associated with the contract number entered.

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**Product Data Reporting and Evaluation Program (PDREP)**

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**Warranty Detail**

**Contract Number**  
**Contract Year** 98  
**Procurement Instr. Code** C  
**Serialized Identifier** 0009  
**Attachment Number** 123456  
**Exhibit Line Item**  
**PDF Date** 2014-05-23  
**Upload Date** 2014-05-23

[Check UII Registry](#)  
[Source of Repair Instructions](#)  
**View PDF: Click [here](#) to download data in PDF format**  
**List Download: Click [here](#) to download data in Microsoft Excel format**  
 Filter Records:

<u>Warranty Item UII</u>	<u>Starting Event</u>	<u>Usage Qty./Units</u>	<u>Duration Qty./Units</u>	<u>Fixed Expiration Date</u>	<u>Warranty Administrator Type/ID</u>	<u>Warranty Guarantor Type/ID</u>	<u>Item Type</u>
	Acceptance	34 / 10 Kilogram Drum	56 / Miles		CAGE	CAGE	C

1 to 1 of 1      Showing  per page      First Previous 1 | Next Last

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.17, Build Date : 09/18/2014  
 Phone : (207) 438-1690 [Email Technical Support](#)  
 Monday, 21<sup>st</sup> March, 2016

**Figure 1.4**

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

- a. To view Source of Repair (SOR) on contract click “Source of Repair Search” link on Figure 1.3 and then click “Search” link on (Figure 1.5).



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[Warranty Search](#) | [Source of Repair Search](#) | [UII Search](#)


**Source of Repair Search**


**Instructions**  
**(M)** denotes a mandatory field

1. Enter the **Contract Number**
2. Enter the **Order Number**
3. Enter **Start Date** and **End Date** (using format MM/DD/YYYY)
4. Click the "Search" button

**(M) Contract Number:**  x

**Order Number:**

**Start Date:**   ?

**End Date:**   ?

[Return to Warranty Search](#)

---

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 Monday, 21<sup>st</sup> March, 2016

**Figure 1.5**

- b. From Figure 1.5 will be led to Figure 1.6 (shown below) and given the SOR data that is connected with the warranty data list.

**Source of Repair Search**


To perform a Source of Repair Instructions Search:


1. Enter the Contract Number
2. Enter the Order Number
3. Enter Start Date and End Date (using format MM/DD/YYYY)
4. Click the "Source of Repair Instructions Search" button

**(M)** are required data elements

**(M) Contract Number:**

**Order Number:**

**Start Date:**   ?

**End Date:**   ?

[Return to Warranty Search](#)

List Download: Click [here](#) to download data in Microsoft Excel format

Contract Number	Order Number	Attachment Number	Line Item	Exhibit Line Item	Created Date
	0004	SOR0004-Test	CLIN - 4555 - ZZ	XX	2012-07-11

**Figure 1.6**

- c. Click on Contract Number to see SOR data, Figure 1.7 will show next screen.

Source Of Repair Instructions Detail			
Contract Number			
Order Number	0004		
Contract Year	09		
Procurement Instr. Code A			
Attachment Number	SOR0004-Test		
Line Item Type	CLIN - 4555 - ZZ		
Exhibit Line Item	XX		
Created Date	2012-07-11		
<a href="#">Return to Source of Repair Search</a>			
<a href="#">Return to Warranty Search</a>			
View PDF: Click <a href="#">here</a> to download data in PDF format			
List Download: Click <a href="#">here</a> to download data in Microsoft Excel format			
Company name	Warranty Repair Source Code/ID	Address	Instructions
Boat	CAGE /	123 Main Street Any Town Kittery/Somewhere , ME 03085 USA	
Ship	CAGE /	123 Main Street Any Town Kitter/Somewhere , ME 03085 USA	

Figure 1.7

Note: This list can be downloaded to Excel and PDF. This is done by clicking “here” on respective links.

## 2 EZ Warranty

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

- To get to the EZ Warranty application, please go to <https://www.pdrep.csd.disa.mil/> .

Figure 2.1

2. In Figure 2.1, please click on EZ PQDR Logon link on left hand side of page.
3. Consent Banner will appear. Accept will allow you to continue, Decline and it will bring you back to PDREP Home Page.
4. After clicking the Accept, Figure 2.2 below will appear

[Create New Record](#) | [View Status](#) | [Warranty](#)

**Ez Product Data Reporting (EzPDR) Home**

**Instructions**  
**(M) denotes a mandatory field**

1. Select the type of Product Data Report you'd like to enter. Click on the question mark icon for a description of the report.
2. Review your user information. If you don't know your organizations Department of Defense Activity Address Code (DODAAC), use the 'Lookup' button to search for your DoDAAC and enter it.
3. Click 'Continue' to prepare the selected report.

Material Inspection Report (MIR) ?

Product Quality Deficiency Report (PQDR) - SF368 ?

Supply Discrepancy Report (SDR) - SF364 ?

**Name:**

**(M) DODAAC:**

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.13, Build Date : 05/19/2013  
Phone : (207) 438-1690 [Email Technical Support](#)  
Wednesday, 22<sup>nd</sup> May, 2013

**Figure 2.2**

5. On the EZ Product Data Reporting (EzPDR) Home screen you will select the Warranty tab. See Figure 6.1

EZ Home | Upload/View Processed Files | Create PDF

**Upload and View Processed Files**

**Template Download Instructions**

1. To create a PDF using Excel, find the **Record Type** you wish to create.
2. Click the **Download Link** for your record type.

**File Upload Instructions**

1. Select the **PDF Type** you wish to upload.
2. Browse for the file, or enter the full pathname of your file (Example: C:\My Documents\MyExcelData.xls).
3. Click the "Upload" button.
4. If your file uploads successfully, it will appear in the **PDF Download** table.

**PDF Download Instructions**

1. Find the PDF you wish to download from the **PDF Download** table.
2. You may sort the table by clicking on the header columns
3. Click the **Download PDF Link** for your selected PDF.
4. Wait for the file to download.

Template Download

Record Type	Excel Download Link	PDF Download Link
Warranty Tracking Information	<a href="#">WTI</a>	<a href="#">WTI</a>
Source of Repair Instructions	<a href="#">SOR</a>	<a href="#">SOR</a>

File Upload

(M) File to Upload: (Max 50 char) (\*.xls,\*.xlsx)

(M) Select your PDF Type

PDF Download

**Figure 2.2**

6. Template Download

- A. To download Warranty Tracking Information excel template click on WTI link under Excel Download Link and fill in with data then save in personal file folder.
- B. To download Warranty Tracking Information excel template click on SOR link under Excel Download Link and fill in with data then save in personal file folder.

7. Template Upload

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

EZ Home | [Upload/View Processed Files](#) | [Create PDF](#)

**Upload and View Processed Files**

**Template Download Instructions**

- To create a PDF using Excel, find the **Record Type** you wish to create.
- Click the **Download Link** for your record type.

**File Upload Instructions**

- Select the **PDF Type** you wish to upload.
- Browse for the file, or enter the full pathname of your file (Example: C:\My Documents\MyExcelData.xls).
- Click the "Upload" button.
- If your file uploads successfully, it will appear in the **PDF Download** table.

**PDF Download Instructions**

- Find the PDF you wish to download from the **PDF Download** table.
- You may sort the table by clicking on the header columns
- Click the **Download PDF Link** for your selected PDF.
- Wait for the file to download.

[Template Download](#)

Record Type	Excel Download Link	PDF Download Link
Warranty Tracking Information	<a href="#">WTI</a>	<a href="#">WTI</a>
Source of Repair Instructions	<a href="#">SOR</a>	<a href="#">SOR</a>

[File Upload](#)

(M) File to Upload: (Max 50 char) (\*.xls,\*.xlsx)

(M) Select your PDF Type

▼

Warranty Tracking Information

Source of Repair Instructions

[PDF Download](#)

Upload File Name	Upload Format	In PDREP	Processed Date/Time	PDF Type	Download PDF Link
------------------	---------------	----------	---------------------	----------	-------------------

**Figure 2.3**

C. Then click upload.

D. File should appear in the PDF Download section, see Figure 2.4

EZ Home | [Upload/View Processed Files](#) | [Create PDF](#)

**Upload and View Processed Files**

**Template Download Instructions**

- To create a PDF using Excel, find the **Record Type** you wish to create.
- Click the **Download Link** for your record type.

**File Upload Instructions**

- Select the **PDF Type** you wish to upload.
- Browse for the file, or enter the full pathname of your file (Example: C:\My Documents\MyExcelData.xls).
- Click the "Upload" button.
- If your file uploads successfully, it will appear in the **PDF Download** table.

**PDF Download Instructions**

- Find the PDF you wish to download from the **PDF Download** table.
- You may sort the table by clicking on the header columns
- Click the **Download PDF Link** for your selected PDF.
- Wait for the file to download.

Template Download

Record Type	Excel Download Link	PDF Download Link
Warranty Tracking Information	<a href="#">WTI</a>	<a href="#">WTI</a>
Source of Repair Instructions	<a href="#">SOR</a>	<a href="#">SOR</a>

File Upload

(M) File to Upload: (Max 50 char) (\*.xls,\*.xlsx)

(M) Select your PDF Type

PDF Download

Upload File Name	Upload Format	In PDREP	Processed Date/Time	PDF Type	Download PDF Link
WarrantyTrackingInformation.xlsx	XLS	YES	05/19/2013 14:01:34	WTI	<a href="#">EZWTI20130519_1401_34.pdf</a>
SourceOfRepairInstructions.xlsx	XLS	YES	05/19/2013 14:08:01	SRI	<a href="#">EZSRI20130519_1408_01.pdf</a>

**Figure 2.4**

8. To view/download PDF click on link on right under heading "Download PDF Link".
  - a. This will allow you to save PDF to personal files and route file per given instructions.
  - b. Warranty and SOR information will be automatically uploaded to PDREP.

### 3 SUMMARY

- a. This concludes the Warranty and Source of Repair search instruction. The PDREP Customer Service Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail: [webptsmh@navy.mil](mailto:webptsmh@navy.mil)

Commercial: (207) 438-1690

DSN: 684-1690

Fax: (207) 438-6535