



WARRANTY & SOURCE OF REPAIR INSTRUCTION

**PREPARED FOR DEFENSE PRICING & CONTRACTING (DPC)
BY NAVAL SEA LOGISTICS CENTER – PORTSMOUTH, NH**



I. Regulation & Intent

II. Who does What

III. Your Part – Acquisition Serialized Items

- i. Request For Information/Request For Proposal
- ii. Product Data Reporting & Evaluation Program (PDREP)
- iii. Warranty Tracking Information (WTI) & Source Of Repair Instruction (SORI) Forms
- iv. Electronic Data Access (EDA)
- v. Surveillance and Performance Monitoring (SPM)

IV. Tracking Warranties

Equip and Encourage
YOU
to COMPLETE & UPLOAD
THE FORMS





FAR Part 46 QUALITY ASSURANCE

- **46.703** ***Criteria for use of warranties.***

“The use of warranties is not mandatory.” Includes factors for Contracting Officer to consider when determining “...whether a warranty is appropriate for a specific acquisition...”.

- **46.704** ***Authority for use of warranties.***

“The use of a warranty in an acquisition shall be approved in accordance with agency procedures.”

- **46.709** ***Warranties of commercial items.***

“The contracting officer should take advantage of commercial warranties, including extended warranties, where appropriate...”

- **46.710** ***Contract Clauses.***

“The clauses and alternates prescribed in this section may be used in solicitations and contracts in which inclusion of a warranty is appropriate...” Clauses and alternates are found in FAR Part 52.



FAR Part 52 SOLICITATION PROVISIONS & CONTRACT CLAUSES

- 52.212-4 *Contract Terms and Conditions-Commercial Items (Oct 2018)*
- 52.246-17 *Warranty of Supplies of a Noncomplex Nature (June 2003)*
 - Fixed price supply contract is contemplated
- 52.246-18 *Warranty of Supplies of a Complex Nature (May 2001)*
 - Fixed price supply or an R&D contract is contemplated
- 52.246-19 *Warranty of Systems and Equipment under Performance Specifications or Design Criteria (May 2001)*
 - Fixed price supply, service or an R&D contract is contemplated
 - And when performance specifications or design are of major importance



DFARS Part 246.7 WARRANTIES

- **246.704** ***Authority for use of warranties.***

*“The chief of the contracting office must approve use of a warranty, except in acquisitions for—...”
list of instances including commercial items.*

- **246.706** ***Warranty terms and conditions.***

“(b)(5) Markings. For non-commercial items, use MIL-STD-129, Marking for Shipments and Storage, and MIL-STD-130, Identification Marking of U.S. Military Property, when marking warranty items.”

- **246.710** ***Contract clauses.***

Refers to clauses and provisions in 252.2. Includes reference to the forms: Warranty Tracking Information and Source of Repair Instructions.

- **246.710-70** ***Warranty attachments.***

“Follow the procedures at PGI 246.710-70 regarding warranty attachments.”



DFARS CLAUSES

- **252.211-7003** *ITEM UNIQUE IDENTIFICATION AND VALUATION (MAR 2016)*

“For new acquisitions, the government must include DFARS clause 252.211-7003 in the contract. In the clause, DoD can identify those items that exceed the \$5000 threshold that should not be marked and items under the \$5000 threshold that do require marking. Embedded items that require marking must also be specifically identified in the clause.” DoD Procurement Toolbox, IUID Overview, <https://dodprocurementtoolbox.com/site-pages/unique-id-overview>

- **252.246-7006** *WARRANTY TRACKING OF SERIALIZED ITEMS (MAR 2016)*

The Government is specifying warranty requirements.

DFARS PROVISION

- **252.246-7005** *NOTICE OF WARRANTY TRACKING OF SERIALIZED ITEMS (MAR 2016)*

The Government does not specify but asks the supplier what they are offering.

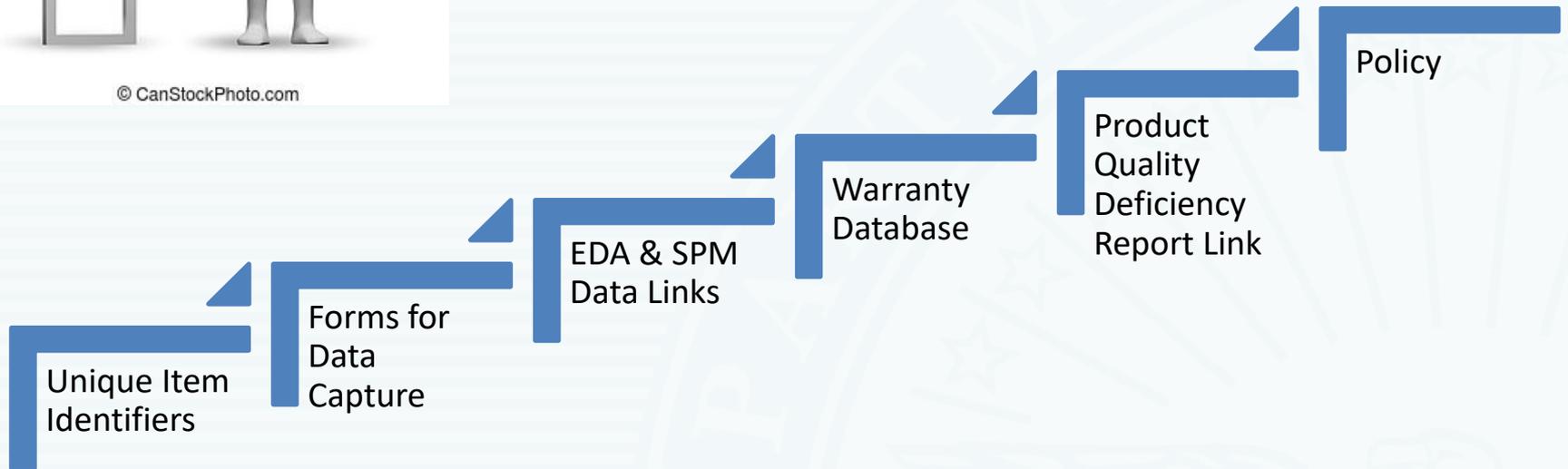


In a July 2004 Air Force audit \$46M in purchased extended warranties were identified without the ability to track for use and \$2.6M in reparable assets were sitting in a Defense Logistics Agency warehouse with questionable warranty status.

Section 1.3.1 Historical Perspective, AFMC Warranty Guide, February 2006. pp. 1-2. <https://segoldmine.ppi-int.com/node/67509>



INTENT - TRACKING WARRANTIES

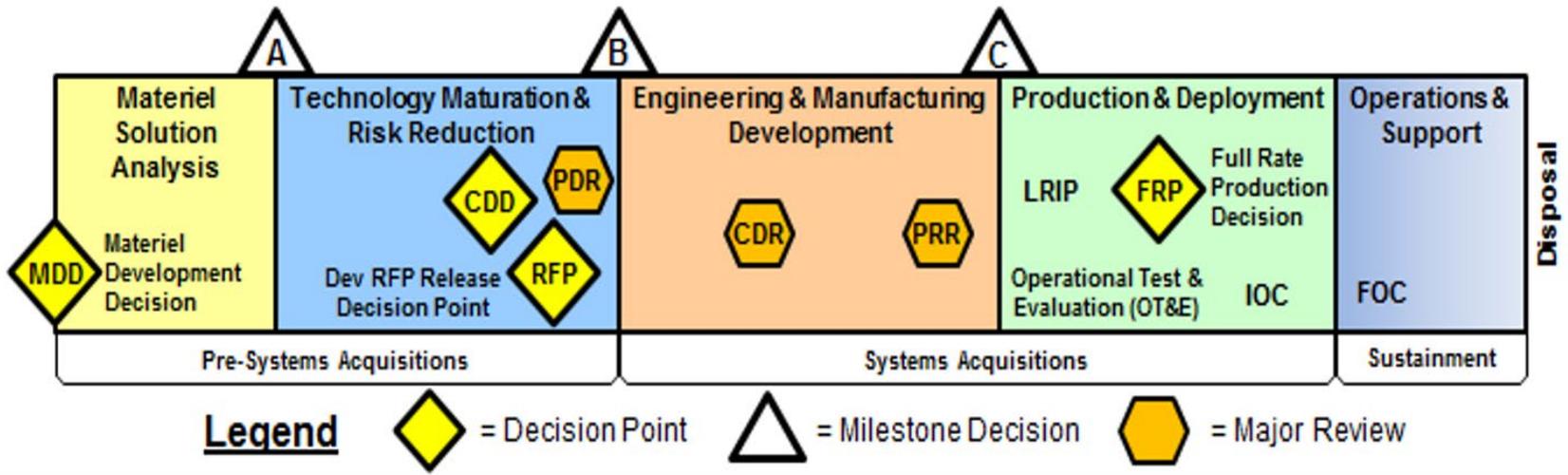




Government Warranty Objectives:

- Improve Warfighter capability
- Improve readiness
- Reduce risk
- Reduce cost

WARRANTIES AND THE ACQUISITION LIFE CYCLE

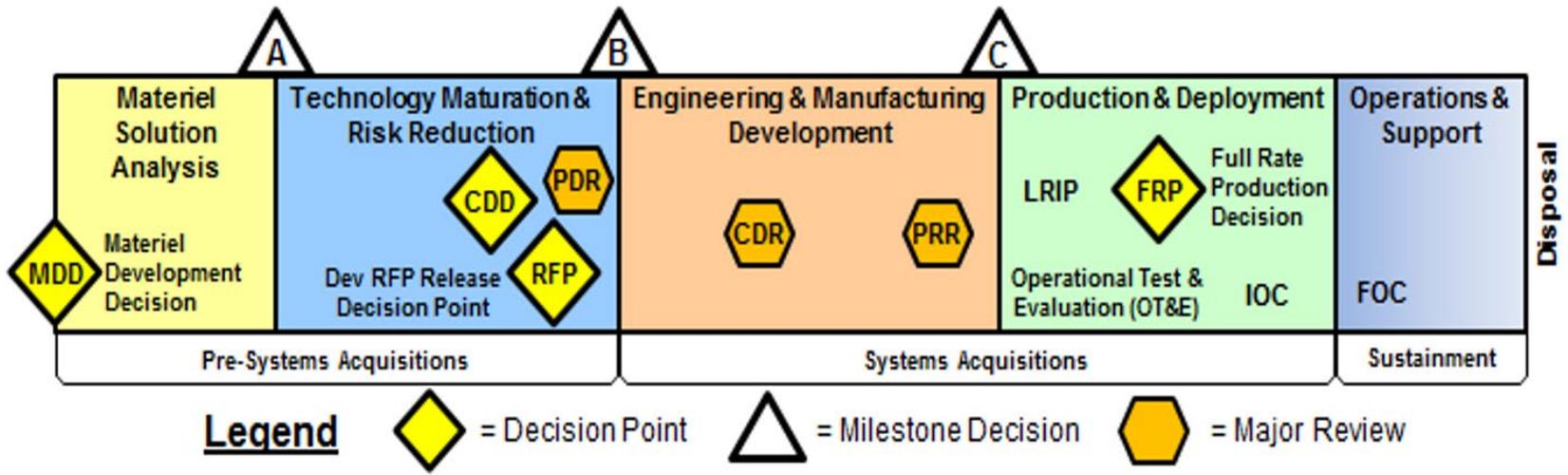


TMRR Phase

Is warranty appropriate?

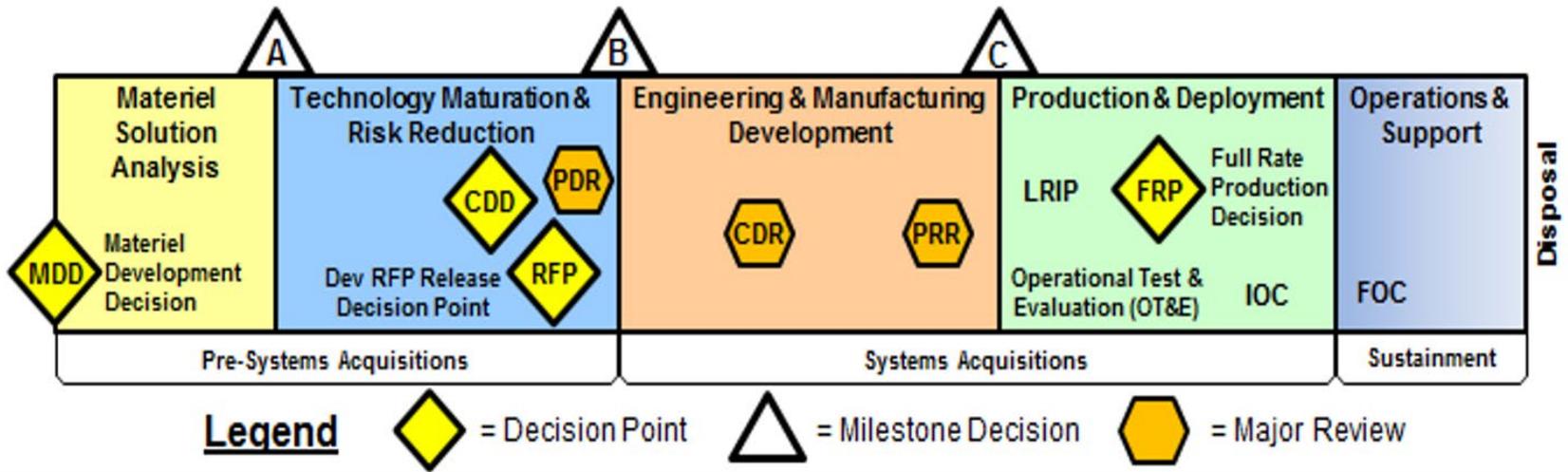
Select potential EPRs for warranty

WARRANTIES AND THE ACQUISITION LIFE CYCLE



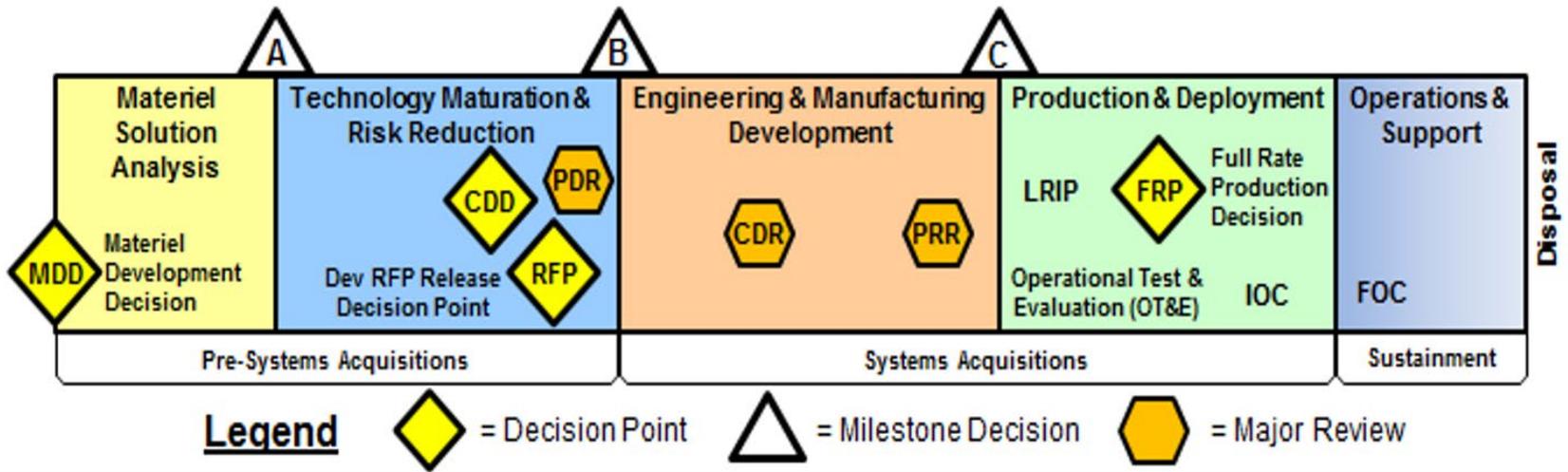
- EMD Phase**
- Is warranty appropriate?
- Develop a Cost-benefit Analysis (CBA)
- Draft warranty requirements for EMD or Production RFP
- Develop warranty tracking & monitoring mechanisms

WARRANTIES AND THE ACQUISITION LIFE CYCLE



- Production & Deployment**
- Refine warranty provisions for the Production RFP
- Define & finalize EPRs for Production Phase
- Finalize CBA

WARRANTIES AND THE ACQUISITION LIFE CYCLE



Operations & Support

Evaluate warranty administration, data collection & tracking procedures

Revise clauses & tailor to include close-out

Close-out: verify warranty is complete



Roles & Responsibilities	Action
Program Managers	<ol style="list-style-type: none"> 1. Determine the value of warranties and whether appropriate & cost effective 2. Overall responsibility for warranty planning and identify warranty team 3. Specify government required warranty, type, terms and duration 4. Reassess warranty strategies throughout acquisition cycle
Warranty Manager	<ol style="list-style-type: none"> 1. Manage, track and administer a specific contractual warranty 2. Integrate performance and the operational & support requirements for both using & acquisition commands during contract development and planning.
Warranty Team	<ol style="list-style-type: none"> 1. Prepare the warranty plan 2. Coordinates warranty plan with all parties (acquisition, sustainment, using commands, contracting administration office and contractor)
Using Command/Agencies	<ol style="list-style-type: none"> 1. Participate in warranty planning efforts 2. Identify responsible party and concur methodology for administering the warranty & tracking is useable, enforceable and cost effective
Contracting Officer Representatives	<ol style="list-style-type: none"> 1. Participate in warranty planning efforts 2. Adjudicate and negotiate warranty issues 3. Assist PM with warranty tracking



Roles & Responsibilities	Action
Contracting Officers/Contract Specialist	<ol style="list-style-type: none"> 1. Communicate the intent and specifics of the planned warranty 2. Document the decision to purchase a warranty 3. Pursue warranty coverage through RFP and RFI 4. Gather data in solicitation about commercial warranties 5. Obtain assurance that the capability to track and enforce a warranty exist prior to purchase 6. Ensure required information is uploaded to the applicable system
Industry/Contractors	<ol style="list-style-type: none"> 1. Provide the warranty 2. Submit data in solicitations about commercial warranties 3. Complete required information in the WTI and SORI forms 4. Enter data in WAWF or direct to Warranty database
PDREP – Warranty Database	<ol style="list-style-type: none"> 1. Storage and collection 2. User retrieval
PIEE Users (WAWF, EDA, SPM)	<ol style="list-style-type: none"> 1. Complete data in WTI and SORI
DoD	<ol style="list-style-type: none"> 1. Ensure capture and sharing of warranty data occurs

CAPTURING DATA



Warranty Tracking Information (WTI) Form

What is being warrantied and who is providing

Source of Repair Instruction (SORI) Form

Contact information & Instructions for service

PGI 246.710-7 Warranty attachments.

“(2) Warranty attachments shall be—

(i) Completed electronically using the fillable PDF format or downloadable Excel format available on the Product Data Reporting and Evaluation Program (PDREP) website at https://www.pdrep.csd.disa.mil/pdrep_files/other/wsr.htm”

Things to remember:



- The WTI & SORI forms are a matched set
 - Finalized by receipt and/or acceptance
- Forms must be the current version
 - WTI version 2.6 & SORI version 2.1
- Excel form type = XLSM
- PDF form type = fillable / readable
- One set of forms for every warranted CLIN/SLIN or ELIN



WTI

- Warranty Item Ull
- Warranty Term (pick one)
 - Starting Event
 - Usage
 - Duration
 - Fixed Expiration Date
- Warranty Administrator
Enterprise Identifier Code Type
- Warranty Administrator
Enterprise Identifier
- Warranty Guarantor Enterprise Identifier Code Type
- Warranty Guarantor Enterprise Identifier
- Item Type
 - Component, Embedded, Parent, Subassembly
- USMC Specific Fields:
 - NIIN
 - ID Number
 - OEM Part Number
 - Agency Serial Number
 - TAMCN

SORI

- Warranty Repair
Source Code
- Warranty Repair
Source Identifier
- Instructions
- Shipping Address for Warranty Returns
 - Name
 - Address (2 Lines)
 - City/County
 - State/Province
 - Postal Code
 - Country



How to find from the Home Screen,

<https://www.pdrep.csd.disa.mil/default.htm>

The screenshot shows the PDREP website home screen. The main header features the PDREP logo and the text "PRODUCT DATA REPORTING AND EVALUATION PROGRAM". Below the header is a navigation bar with "TOOLS", "REFERENCES", "REQUEST ACCESS", "PDREP LOGIN", and a search box. A red arrow labeled "1" points to the "TOOLS" dropdown menu. The dropdown menu is open, showing "Reporting Tools", "Retrieval Tools", "Search Tools", and "Other PDREP Programs". A red arrow labeled "2" points to the "Other PDREP Programs" option. The "Other PDREP Programs" dropdown menu is open, showing "Electronic Cost Reporting and Financial Tracking System", "NAVSUP Level I/SUBSAFE Program", "Navy Special Emphasis Program", "NSEO Checklists", "Product Substitution Fraud", and "Warranty and Source of Repair". A red arrow labeled "3" points to the "Warranty and Source of Repair" option.

Same site referenced in DFARS 252.246-7005 & -7006,

https://www.pdrep.csd.disa.mil/pdrep_files/other/wsr.htm



FILLABLE PDFs

Warranty and Source of Repair

Purpose

PDREP-AIS collects Warranty Tracking and Source of Repair Information and makes it available to Department of Defense (DoD) users as prescribed by DFARS 252.246-7005 and 252.246-7006. Collected information can be searched using a number of variables and is linked to related Product Quality Deficiency and Supply Discrepancy Reports within PDREP-AIS. Deficient items are flagged if warranty information is available.

Searching for warranty information in PDREP-AIS requires an account. To request an account, click the [REQUEST ACCESS](#) link above and follow the instructions.

DoD Warranty and Source of Repair training is available "[here](#)".

The PDREP-AIS Warranty and Source of Repair User Guide is available "[here](#)".

Descriptions

Warranty Tracking Information (WTI) Form

The ability to trace a warranted item from delivery through completion of the warranty.

Download [WTI PDF](#)

Download [WTI Spreadsheet](#)

Source of Repair Instruction (SORI) Form

The organization specified to receive and manage items returned by a customer.

Download [SORI PDF](#)

Download [SORI Spreadsheet](#)

Spreadsheet to PDF Conversion

[Click here](#) to convert Warranty and Source of Repair spreadsheets to PDF forms.

Download option as per DFARS 246.710 – 70 /PGI 246.710 – 70.



FILLABLE XLMS Spreadsheets

DoD Warranty and Source of Repair training is available [“here”](#).

The PDREP-AIS Warranty and Source of Repair User Guide is available [“here”](#).

Descriptions

Warranty Tracking Information (WTI) Form

The ability to trace a warranted item from delivery through completion of the warranty.

Download [WTI PDF](#)

Download [WTI Spreadsheet](#)

Source of Repair Instruction (SORI) Form

The organization specified to receive and manage items returned by a customer.

2 Download [SORI PDF](#)

1 Download [SORI Spreadsheet](#)

Spreadsheet to PDF Conversion

[Click here](#) to convert Warranty and Source of Repair spreadsheets to PDF forms.

**Download option as per DFARS 246.710 – 70 /PGI 246.710 – 70.
Must be converted to PDF forms to allow uploading to EDA.**



Warranty Tracking Information

Attachment Number:

Contract Number/PIID: Order Number/PIID:

OR

Non-DoD Number:

Line Item Type: - Line Item Base: - SLIN Extension: Exhibit Line Item ELIN:

Warranty Term																		
		Usage		Duration														
#	Warranty Item UI	Starting Event	Qty	Unit	Qty	Unit	Fixed Expiration Date (MM/DD/YYYY)	Warranty Administrator Enterprise Identifier Code Type	Warranty Administrator Enterprise Identifier	Warranty Guarantor Enterprise Identifier Code Type	Warranty Guarantor Enterprise Identifier	Item Type	NIN	ID Number	OEM Part Number	Agency Serial Number	TAMCN	
	<input type="button" value="Add"/>	<input type="button" value="Copy"/>										COMPONENT PROCURED SEPARATE FROM END ITEM (C)						

Version: 2.6

Contract Information Warranty Items

Attachment Number is Mandatory
The alphanumerical sequence number of the attachment in accordance with PGI 204.7105(b)(5). Attachment Number is a mandatory field for all contracts.

SPREADSHEET

Item Type is mandatory
The description of the item being warranted such as component, subassembly, etc.

PDF

Warranty Tracking Information

Attachment Number:

Contract Number/PIID: Order Number/PIID:

OR

Non-DoD Number:

Line Item Type: - Line Item Base: - SLIN Extension: Exhibit Line Item ELIN:

Warranty Term																		
		Usage		Duration														
#	Warranty Item UI	Starting Event	Qty	Unit	Qty	Unit	Fixed Expiration Date (MM/DD/YYYY)	Warranty Administrator Enterprise Identifier Code Type	Warranty Administrator Enterprise Identifier	Warranty Guarantor Enterprise Identifier Code Type	Warranty Guarantor Enterprise Identifier	Item Type	NIN	ID Number	OEM Part Number	Agency Serial Number	TAMCN	
	<input type="button" value="Add"/>	<input type="button" value="Copy"/>																

Guidelines for submitting this form:

* You need to have Adobe Acrobat Standard DC or Adobe Acrobat Pro DC (or later) installed on your computer to use this form. If required, download the latest version

PDF Version: 2.6 Modified: 03/02/2022



Source of Repair Instructions

Attachment Number

Contract Number/PIID Order Number/PIID

OR

Non-DoD Number

Line Item Type - Line Item Base - SLIN Extension Exhibit Line Item ELIN

Attachment Number is mandatory
The alphabetical sequence number of the attachment in accordance with PGI 204.7105(b)(5). Attachment Number is a mandatory field for all contracts.

SPREADSHEET

Guidelines for submitting this form:

* Enter Attachment Number, Contract Number, Order Number/PIID and Line Item Type Information on the "Contract Information" worksheet

* Enter Source of Repair Shipping Address as

* If you are using Microsoft Excel 2007 or later

* To add rows, copy and paste existing blank

* On completion, you may convert this work

* If you need help completing this form, please

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
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29													
30													
31													
32													
33													

Version: 2.1

Contract Information | Address Information

PDF

Source of Repair Instructions

Attachment Number

Contract Number/PIID Order Number/PIID

OR

Non-DoD Number

Line Item Type - Line Item Base - SLIN Extension Exhibit Line Item ELIN

Shipping Address for Warranty Returns

Add	Copy	Warranty Repair Source Code	Warranty Repair Source Identifier	Name	Address Line 1	Address Line 2	City / Country	State / Province	Postal Code	Country	Instructions
X	#	<input type="text"/>	<input type="text"/>								

Guidelines for submitting this form:

- * You need to have Adobe Acrobat Standard DC or Adobe Acrobat Pro DC (or later) installed on your computer to use this form. If required, download the latest version of Adobe Acrobat.
- * When you open the PDF for the first time, there will be a button at the top of the page labeled "Enable All Features." You must click this button for the PDF to function correctly.
- * Some fields in this form display a tool-tip when you hover your mouse pointer over them. Hover over the Enterprise Identifier field to see an example. For fields within the table, hover over the first row fields for tool-tips.
- * You will be able to save this form only after you've filled in all the mandatory fields. Some mandatory fields will be highlighted in red.



Consent page after confirming your PKI Certificate

https://pdrep.csd.disa.mil/?app=eizr - Product Data Reporting and Evaluation Program (PDREP) - - Internet Explorer



DOD WARNING AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Select Accept or Decline to continue.

 Accept Decline



Follow the Conversion instructions listed on the page.

Warranty/SOR

Warranty/SOR Files

Template Download Instructions

1. Select the appropriate link for **Record Type** and **File Type**.

File Conversion Instructions

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

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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	WTI	WTI
Process of Repair Actions	SRI	SRI

• Your file has been converted. ← 4

Template Download

Record Type	Excel Download Link	PDF Download Link
Warranty Tracking Information	WTI	WTI
Process of Repair Actions	SRI	SRI

Excel File Conversion

(M) File to Convert: (Max 50 char) (*.xlsm) No file chosen

(M) Record Type ← 1

← 2

Excel File Conversion

(M) File to Convert: (Max 50 char) (*.xlsm) TEST WTI f...version.xlsm

(M) Record Type ← 1

← 3

PDF Download

File Name	P
TEST WTI for conversion.xlsm	04/28/2015



Next, download the PDF.

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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	WTI	WTI
Source of Repair Instructions	SRI	SRI

Excel File Conversion

(M) File to Convert: (Max 50 char) (*.xlsm) No file chosen

(M) Record Type

PDF Download

File Name	Processed Date/Time	PDF Type	Download PDF Link
TEST WTI for conversion.xlsm	04/28/2021 15:05:26	WTI	EZWTI20210428_1505_26.pdf
TEST WTI for conversion.xlsm	04/28/2021 14:00:37	WTI	EZWTI20210428_1400_37.pdf



While you wait...

PDF Download

Please wait while your download is in progress

Upload File Name	Upload Format	In PDREP	Processed Date/Time	PDF Type	Download PDF Link
123456789 WTI Spreadsheet.xlsx	XLS	YES	02/19/2020 14:06:10	WTI	EZWTI20200219_1406_10.pdf



Messages along the way, may include ‘Pop-ups blocked’ warnings.

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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.

- Your file has been converted.

Pop-ups blocked:

- https://pdrep.csd.disa.mil/WTI20210428_1409_37.pdf

Always allow pop-ups and redirects from https://pdrep.csd.disa.mil

Continue blocking

[Manage](#) [Done](#)

Template Download

Record Type	File Name	Processed Date/Time	PDF Type	Download PDF Link
PDF Download	TEST WTI for conversion.xlsx	04/28/2021 14:09:37	WTI	EZWTI20210428_1409_37.pdf

Download Complete

Save PDF to your directory for upload into EDA.



**Caution: The file remains interactive.
Hitting the Reset Form button will clear the fields.**

Warranty Tracking Information

Reset Form
Save

Attachment Number

Contract Number/PIID

Order Number/PIID

OR

Non-DoD Number

Line Item Type

Line Item Base

SLIN Extension

Exhibit Line Item
ELIN

		Warranty Term											
Add	Copy		Usage		Duration								
#	1	Warranty item Ull	Starting Event	Qty	Unit	Qty	Unit	Fixed Expiration Date (MM/DD/YYYY)	Warranty Administrator Enterprise Identifier Code Type	Warranty Administrator Enterprise Identifier	Warranty Guarantor Enterprise Identifier Code Type	Warranty Guarantor Enterprise Identifier	Item Type
		G001	INSTALL					04/30/2024	CAGE	12345	CAGE	12345	PARENT END ITEM \P\
Remove		NIIN	Id Number	OEM Part Number			Agency Serial Number			TAMCN			
		000000000		OS45									

What does the Contractor have to offer?

Include DFARS Provision 252.246-7005
with WTI Attachment



© CanStockPhoto.com

– **CO/KO completes:**

Attachment # IAW PGI 204.7105(b)(5)

Contract # (or Non-DoD #)

Item Type (to be reviewed by Contractor)

– **CTR/KTR completes all applicable fields except:**

Warranty Item UII



What does the Government want?

Include DFARS Clause 252.246-7006
with WTI Attachment



– **CO/KO completes:**

Attachment # IAW PGI 204.7105(b)(5)

Contract # (or Non-DoD #)

CLIN/SLIN or ELIN

Item Type

Starting Event

Warranty Term

– **CTR/KTR completes remaining applicable fields**

WARRANTY TRACKING INFORMATION (WTI) FORM



Red indicates fields that must be completed to SAVE the form.

One Form for every CLIN.

Warranty Tracking Information

Reset Form
Save

Attachment Number

Contract Number/PIID

Order Number/PIID

OR

Non-DoD Number

Line Item Type

Line Item Base

SLIN Extension

Exhibit Line Item ELIN

Warranty Term													
Add	Copy		Usage			Duration							
#	0	Warranty Item Ull	Starting Event	Qty	Unit	Qty	Unit	Fixed Expiration Date (MM/DD/YYYY)	Warranty Administrator Enterprise Identifier Code Type	Warranty Administrator Enterprise Identifier	Warranty Guarantor Enterprise Identifier Code Type	Warranty Guarantor Enterprise Identifier	Item Type
			<input style="border: 1px solid red;" type="text"/>		<input style="border: 1px solid red;" type="text"/>		<input style="border: 1px solid red;" type="text"/>		<input style="border: 1px solid red;" type="text"/>		<input style="border: 1px solid red;" type="text"/>		<input style="border: 1px solid red;" type="text"/>
Remove		NIIN	Id Number		OEM Part Number				Agency Serial Number			TAMCN	

Guidelines for submitting this form:

* You need to have Adobe Acrobat Standard DC or Adobe Acrobat Pro DC (or later) installed on your computer to use this form. If required, download the latest version

PDF Version: 2.6 Modified: 03/02/2022



		Warranty Term						
Add	Copy			Usage		Duration		
#	0	Warranty item UII	Starting Event	Qty	Unit	Qty	Unit	Fixed Expiration Date (MM/DD/YYYY)
			Acceptance First Use Installation Other		10 Kilogram 10,000 Gal 100 Board 100 Kilogram		Cycles Days Fuel Usage Hours Kilometers Kilowatt H	
Remove								Part Number

Fixed Expiration Date- the date the warranty expires and the Contractor's obligation to provide for a remedy or corrective action ends.

UII- unique item identifier for each warranted item, see DFARS 252.211.7003.

**Required by receipt and/or acceptance.

Starting Event- the event or action that initiates the warranty.

Usage- the quantity and an associated unit of measure that specifies the amount of a characteristic subject to the contractor's obligation to provide for remedy or corrective action.

Duration- the warranty period, may be stated as a period of time, amount of usage or the occurrence of a specified event, after formal acceptance of delivery, for the Government to assert a contractual right for the correction of defects.



Warranty Administrator Enterprise Identifier Code Type	Warranty Administrator Enterprise Identifier	Warranty Guarantor Enterprise Identifier Code Type	Warranty Guarantor Enterprise Identifier	Item Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Agency Serial Number				Component Procured Se Embedded In Componer Parent End Item (P) Subassembly Procured S

Item Type – a coded representation of the description of the item being warranted

- C-** component procured separately from end item
- S-** subassembly procured separate from end item or subassembly
- E-** embedded in component, subassembly or end item parent
- P-** parent end item

Warranty Administrator – the organization specified by the guarantor for managing the warranty.

Warranty Guarantor – the enterprise that provides the warranty under the terms & conditions of a contract.



Remove	NIIN	Id Number	OEM Part Number	Agency Serial Number	TAMCN

NIIN- National Item Identification Number. If entered, exactly 9 numeric characters are required. (Not Mandatory)

Id Number- *USMC specific*. If entered, exactly 6 alphanumeric characters are required. (Not Mandatory)

OEM Part Number- Assigned by the Original Equipment Manufacturer, up to 40 alphanumeric characters are allowed. (Not Mandatory)

Agency Serial Number- Assigned by the agency, up to 30 alphanumeric characters are allowed. (Not Mandatory)

TAMCN- *USMC specific*. Table of Authorized Material Control Number. Every item of equipment listed in Table of Authorized Material (TAM) has a specific alphanumeric number used to identify specific items within the Marine Corps inventory. If entered, exactly 8 alphanumeric characters are required. (Not Mandatory)



Add – click to add empty data fields & their headers to the bottom of the form.

Remove – click to delete the associated data set.

Add	Copy			
#	0	Warranty item Ull	Starting Event	Qt
The desired number of copies of this row. Can be left blank or zero.				
Remove	NIIN			

Copy –

- select the data set(row) you wish to copy
- enter the number of rows (may correspond to the quantity purchased for that CLIN)
- click Copy
- rows will be added to the bottom of the form.

*Contracting Officer is responsible for ensuring form is complete.

WARRANTY SOURCE OF REPAIR INSTRUCTIONS (SORI)



Red indicates fields that must be completed to SAVE the form.

One Form for every WTI.

Reset Form

Source of Repair Instructions

Save

Attachment Number

Contract Number/PIID Order Number/PIID

OR

Non-DoD Number

Line Item Type Line Item Base SLIN Extension Exhibit Line Item ELIN

Shipping Address for Warranty Returns

Add	Copy	Warranty Repair Source Code	Warranty Repair Source Identifier	Name	Address Line 1	Address Line 2	City / County	State / Province	Postal Code	Country	Instructions
X	#	<input style="border: 1px solid red;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid red;" type="text"/>	<input type="text"/>	<input style="border: 1px solid red;" type="text"/>	<input type="text"/>

Guidelines for submitting this form:

- * You need to have Adobe Acrobat Standard DC or Adobe Acrobat Pro DC (or later) installed on your computer to use this form. If required, download the latest version of Adobe Acrobat.
- * When you open the PDF for the first time, there will be a button at the top of the page labeled "Enable All Features." You must click this button for the PDF to function correctly.
- * Some fields in this form display a tool-tip when you hover your mouse pointer over them. Hover over the Enterprise Identifier field to see an example. For fields within the table, hover over the first row fields for tool-tips.
- * You will be able to save this form only after you've filled in all the mandatory fields. Some mandatory fields will be highlighted in red.



The Source Code list is the same as the Enterprise Identifier Code Type lists in the WTI form

Add	Copy	Warranty Repair Source Code	Warranty Repair Source Identifier	Name	Address Line 1
X	#	UEI ATIS-0322000 CAGE DoDAAC EDIFICE CIN EHIBCC LIC GS-1 Company HBICC HIN UEI			

Guideline ... this form:

* You need of Adobe Acrobat Standard DC or Adobe Acrobat Pro DC

* When you For the first time, there will be a button at the top

Warranty Repair Source- the organization specified by a warranty guarantor for receiving and managing warranty items that are returned by a customer.



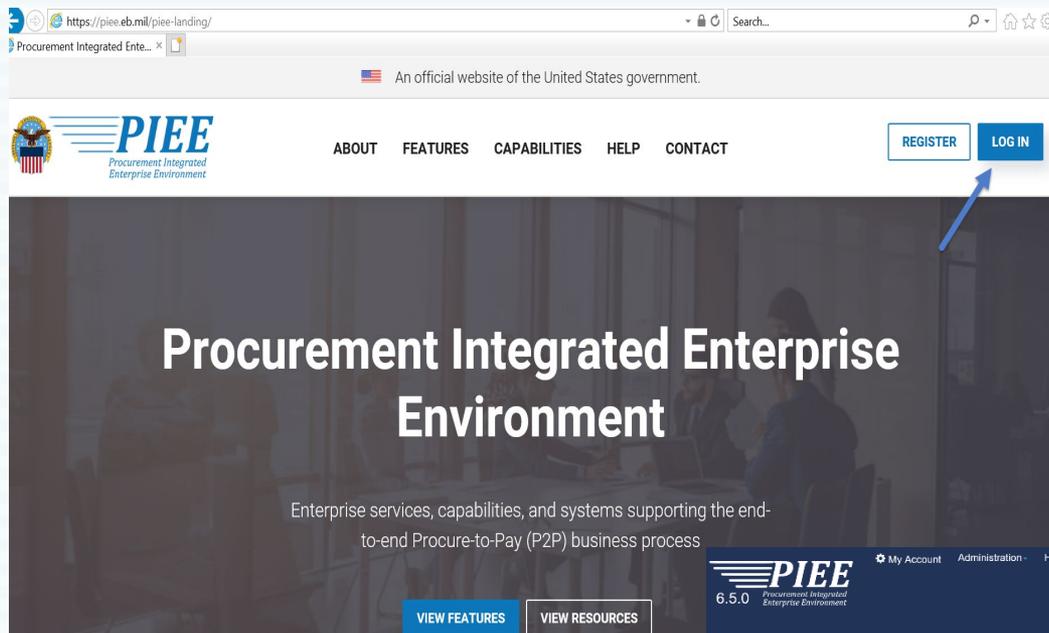
Shipping Address for Warranty Returns					
Address Line 2	City / County	State / Province	Postal Code	Country	Instructions

The three alpha character code of the country. See ISO 3166 from the International Organization for Standardization for the correct values.

Instructions- Additional instructions such as a website where prepaid shipping labels may be obtained, if a Return Material Authorization (RMA) is required, etc.

****All data fields are replicated in the spreadsheet versions of the forms.**

EDA is accessed via the Procurement Integrated Enterprise Environment (PIEE), <https://piee.eb.mil>



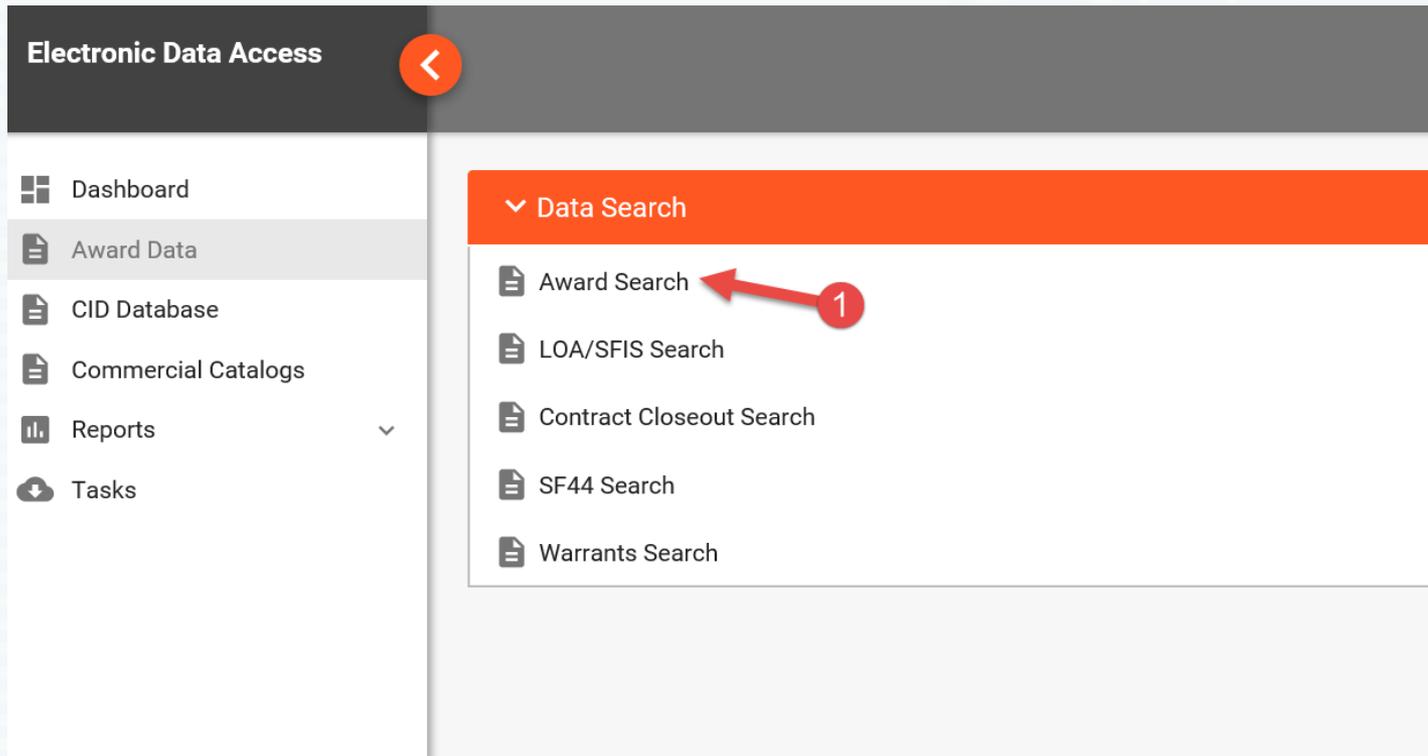
You must be registered in PIEE and have the required role for EDA.

The landing page shows the applications the User is authorized to access.



Steps for Manual Upload after logging into EDA

- **Step 1** – Select Award Search



The “Upload Attachment/Admin Docs” role is required.



- **Step 2** - Enter the base Contract Number
- **Step 3** - Select the 'Search' button. (bottom of page)

Award Search

Award Details

Contract Number
Starts With

Delivery Order Number
Starts With

Contract Mod
Starts With

Reference Procurement Number
Starts With

Type of Instrument
Select multiple...

Obligated Amount
Greater than or equal to to Less than or equal to

Locations

Issue DoDAAC	Admin DoDAAC	Pay DoDAAC
<input type="text"/>	<input type="text"/>	<input type="text"/>
CAGE Code	DUIC	

Signature Date
Greater than or equal to

Closed Date
Greater than or equal to



Search returns contract.

Step 4 - Scroll to the right to locate Attachments.

Award Search Results

Options ▾ Export

Selected Contract: -

Contract Number	Delivery Order	PCO Mod	ACO Mod
NO...	NO...		

Records: 1 to 1 10

NOTE: You may right-click on the contract record to conduct any necessary additional actions on that contract.

Step 5 - Select link.
‘View’ or
‘Add/Lookup’

Award Search Results

Options ▾ Export Results Save Search Refine Search New Search

Selected Contract: NC

Instrument Type	RPIN	Attachments	Manually Uploaded	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC
DoD Contract (FAR)		View	Y			

Records: 1 to 1 10 1 Records Returned

NOTE: You may right-click on the contract record to conduct any necessary additional actions on that contract.



Step 6 - Select '+Add Attachment' button.

Contract Attachments

Contract Details			
Contract Number	N [redacted]	Delivery Order Number	N [redacted]
ACO Mod	[redacted]	PCO Mod	[redacted]
Issue DoDAAC	[redacted]	Admin DoDAAC	[redacted]
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">+ Add Attachment</div>			
Actions	Attachment/Admin Doc	Type	Description
No records found			

Step 7 - Select '+Select an Attachment' button.

Add Attachment
×

+ Select an Attachment

NOTE: if your attachment file is too large to upload, please try splitting up the files to accommodate the file size restriction of 20MB.

Attachment/Admin Document

Attachment
 Admin Document

Type *

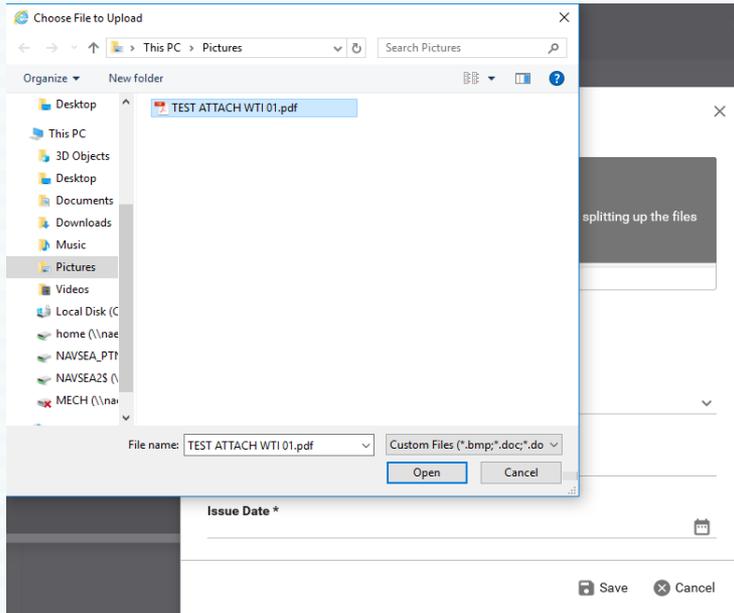
Select Attachment Type ▼

Description *

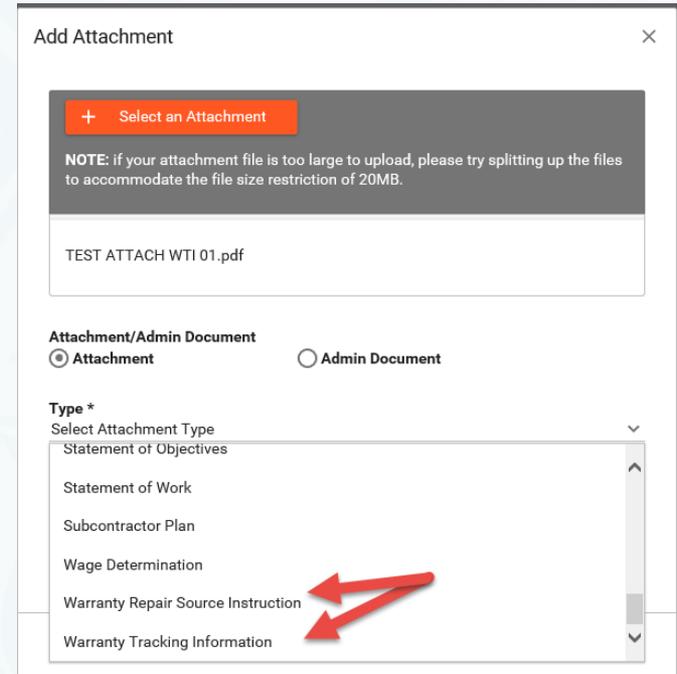
Issue Date * 📅

Save Cancel

Step 7a - Upload the WTI or SORI machine-readable PDF.



Step 7b - Select WTI or SORI Attachment Type from drop down menu.



Add Attachment

NOTE: if your attachment file is too large to upload, please try splitting up the files to accommodate the file size restriction of 20MB.

TEST ATTACH WTI 01.pdf

Attachment/Admin Document

Attachment Admin Document

Type *

Select Attachment Type

- Statement of Objectives
- Statement of Work
- Subcontractor Plan
- Wage Determination
- Warranty Repair Source Instruction
- Warranty Tracking Information

Step 8 - Select the 'Save' button.

Add Attachment ×

+ Select an Attachment

NOTE: if your attachment file is too large to upload, please try splitting up the files to accommodate the file size restriction of 20MB.

TEST ATTACH WTI 01.pdf

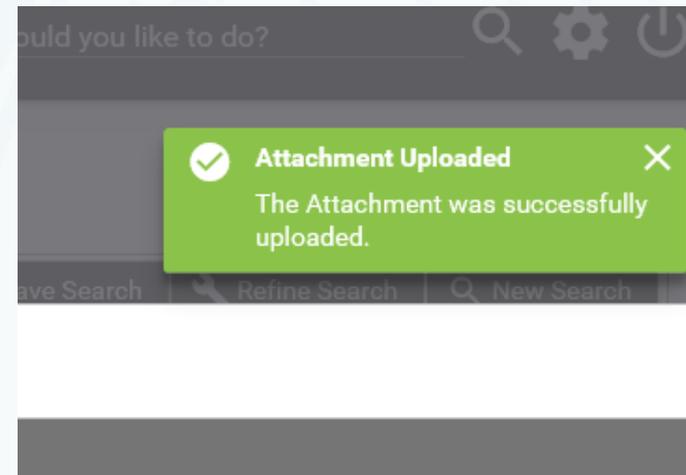
Attachment/Admin Document
 Attachment Admin Document

Type *
Warranty Tracking Information ▾

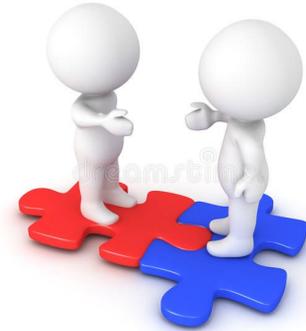
Description *
Warranty for CLIN 0001AA

Issue Date *
2020, 📅

8 → 💾 Save ✕ Cancel



Form upload completed!



Contract Attachments

Contract Details							
Contract Number	N [redacted]	Delivery Order Number	NO [redacted]	Status		Obligated Amount	\$ [redacted]
ACO Mod		PCO Mod		Issue Date		Pay DoDAAC	[redacted]
Issue DoDAAC	[redacted]	Admin DoDAAC	[redacted]				
+ Add Attachment							
Actions	Attachment/Admin Doc	Type	Description	Issue Date	Load Date	Loaded By	Attachment Source
	Attachment	Warranty Tracking Information	Warranty for CLIN 0001AA	2020-[redacted]	2020-[redacted]	[redacted]	Manual Upload

<< < 1 > >>

****A Contract Attachment document can be modified and/or deleted by any person with the same DODAAC as the person that uploaded the file with the proper role.**

Warranty form information can also be entered in the Surveillance and Performance Monitoring (SPM) system, also accessed via PIEE, <https://piee.eb.mil>



PIEE Roles:

**Contracting Officer
Contract Specialist**

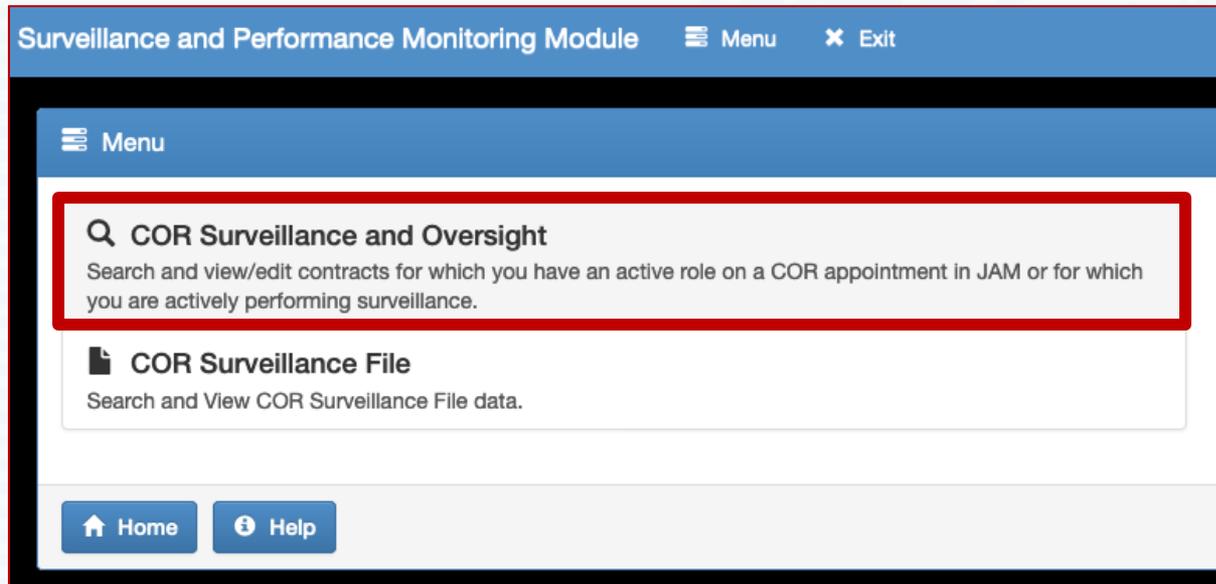
**Contracting Officer Representative
Quality Assurance Point of Contact (QA POC)**



WTI & SORI information is entered using Smart Forms

The following instructions are for the COR PIEE role

- **Step 1** – Select COR Surveillance and Oversight





- **Step 2** – Select your role from the ‘Search As’ drop down menu
- **Step 3** – Optional. Enter the base Contract Number (leave blank if list of appointments is short)

Q COR Surveillance and Oversight - Search Criteria

Search As Contracting Officer Representative	Contract Number Equal To	Delivery / Task Order Number Equal To	Pre Award Number Equal To
COR First Name Equal To	COR Last Name Equal To	Nomination / Appointment Status - Select -	COR Type - Select -
Contract Officer First Name Equal To	Contract Officer Last Name Equal To	Contract Specialist First Name Equal To	Contract Specialist Last Name Equal To
Supervisor / Commander First Name Equal To	Supervisor / Commander Last Name Equal To	QA POC First Name Equal To	QA POC Last Name Equal To
ACO First Name Equal To	ACO Last Name Equal To	Issuing Office DoDAAC Equal To	Home Organization DoDAAC Equal To

Q Search C Reset ? Help

- **Step 4** – Click Search



Search returns list of appointments

- **Step 5** – Click Contract Number hyperlink

Q COR Surveillance and Oversight - Search Results

Display 10 items Filter:

COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Document Last Action Date
Chan, COR	HQ0013	Primary	Active COR	PROJECT NUMBER 1	N0002400C2217		Chan, PCO	Chan, Contracting Specialist	Fox, Kim	2021/04/19	2021/10/04
Chan, COR	HQ0013	Primary	Inactive COR		GS27F007GA	N0002418FAC08	Chan, PCO	Chan, Contracting Specialist	Fox, Kim	2021/04/01	
Chan, COR	HQ0013	Primary	Active COR		GS27F007GA	N0002418FAC12	Chan, PCO	Chan, Contracting Specialist	Fox, Kim	2021/03/25	2021/07/21

This will open the Contract Management Guide. The guide has multiple sections with info related to that contract.



- **Step 6** – Scroll to the bottom & select ‘+ COR Documents’

The screenshot displays a vertical list of seven blue rectangular buttons, each containing a plus sign followed by a text label and a 'Help' button on the right. The labels are: '+ COR Certifications', '+ Supervisor / Commander Certifications', '+ Contracting Officer Certifications', '+ Designation Letter', '+ Workflow History', '+ COR Documents', and '+ Contractor Billing Review'. The '+ COR Documents' button is highlighted with a red rectangular border.



- **Step 7** – Select '+ Add Smart Form' to create & add documents

— COR Documents Help

— COR Status/Progress Report(s)

Display Items Filter:

Category	Subcategory	Month / Year	Document	Document Description	Created By	Created On	Status	Actions
Status Reports	N/A	07 / 2021	COR Status Report (Smart Form)	COR Status Report	Chan, COR	2021/07/21	Submitted	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 items

- **Step 8** – Select WTI or SORI from the pop-out menu

- COR Status Report
- Trip Report
- Correspondence Report
- Contract Discrepancy Report
- Contractor Progress Report
- Construction COR Compliance Review
- Surveillance Checklist
- Surveillance Schedule
- Warranty Tracking Information ←
- Warranty Source of Repair Instructions ←
- Universal Examination Record



Step 9 – Complete the form (WTI pictured below)

+ Add Smart Form - Warranty Tracking Information

Month: Year:

Attachment Number *

Contract Number

Non-DoD Contract Number

Line Item Information

Line Item Type * Line Item Base * SLIN Extension

Exhibit Line Item (ELIN) *

Warranty Information + Add

Warranty: 1 Remove 1 Copy

Warranty Unique Item ID <input type="text"/>	Starting Event * <input type="text" value="- Select -"/>	Usage Quantity <input type="text"/>	Usage Unit of Measure <input type="text" value="- Select -"/>	Duration Quantity <input type="text"/>	Duration Unit <input type="text" value="- Select -"/>
Fixed Expiration Date <input type="text"/>	Administrator Identifier Code Type <input type="text" value="- Select -"/>	Warranty Administrator Enterprise Identifier <input type="text"/>	Warranty Guarantor Enterprise Identifier Code Type <input type="text" value="- Select -"/>	Warranty Guarantor Enterprise Identifier <input type="text"/>	Item Type * <input type="text" value="- Select -"/>
ID Number <input type="text"/>	OEM Part Number <input type="text"/>	Agency Serial Number <input type="text"/>	TAMCN <input type="text"/>		

History

Date	Action By	Email	Phone	Role	Status	Signature



Step 9 – Complete the form (SORI pictured below)

+ Add Smart Form - Warranty Source of Repair Instructions

Month: Year:

Attachment Number *

Contract Number

Non-DoD Contract Number

Line Item Information

Line Item Type * Line Item Base * SLIN Extension

Exhibit Line Item (ELIN) *

Shipping Addresses for Warranty Returns * + Add

Shipping Address: 1 ✖ Remove 1 Copy

Warranty Repair Source Code *	Warranty Repair Source Identifier *	Name *	Address Line 1 *	Address Line 2
<input type="text" value="- Select -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City / County *	State / Province *	Postal Code *	Country *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="- Select -"/>	

Instructions

History

Date	Action By	Email	Phone	Role	Status	Signature
------	-----------	-------	-------	------	--------	-----------

[← Back](#) [Submit](#) [Save](#) [Help](#)

Step 10 – ‘Save’ or ‘Submit’



- Either saved or submitted, the record becomes version 1
- Changes are tracked as a separate version in the History section
- Submitted forms are digitally signed
- Documents signed by a COR are sent to CO/KO for review
- Month, year and contract number pre-populate in the forms
- Form navigation tools: Add, Copy and Remove, are the same



Once the CO/KO has reviewed the forms they are uploaded to the warranty database in PDREP.

Form upload completed!

CAPTURING DATA

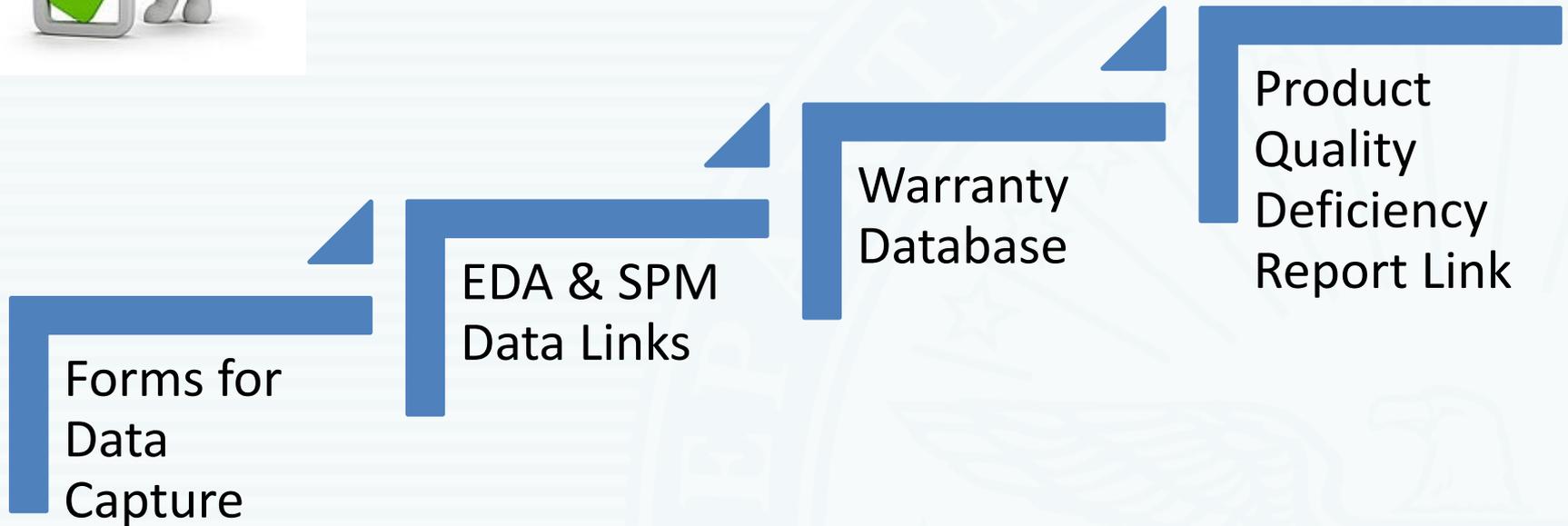
The CO/KO ensures the forms are:

- Returned
- Completed
- Uploaded to EDA or SPM





© CanStockPhoto.com



You must have a PDREP account to search or pull reports from the warranty database.



“...To some degree, if you spend too much time worrying about new construction but you don’t worry about maintenance, then you’re not maximizing that investment. If all you are doing is worrying about maintenance and not tracking the costs and trying to drive that cost down, you won’t have money to modernize and build new things. (James Geurts, ASN (RD&A))”

Burgess, Richard. “In and Out on Time: Navy Tackles Maintenance Backlog with New Initiatives in Contracting and at Shipyards”, SEAPOWER 30 Oct. 2019 < <https://seapowermagazine.org/in-and-out-on-time-navy-tackles-maintenance-backlog-with-new-initiatives-in-contracting-and-at-shipyards/>



THANK YOU

Suggestions, comments or questions?

Email WEBPTSMH.fct@navy.mil





AUTHORITY

- FAR Subpart 46.703 Criteria for use of warranties.
 - <https://www.acquisition.gov/content/part-46-quality-assurance#id1617MDONOP1> *website for all FAR references
- DFARS 246.704 Authority for use of warranties.
 - <https://www.acquisition.gov/dfars/part-246-quality-assurance#246.704>
- The Federal Acquisition Streamlining Act of 1994, Title VIII:
Commercial Items – Subtitle A: Definitions and Regulations (Sec. 8002)

HOW TO INCORPORATE

- FAR Subpart 46.709 Warranties of commercial items.
- FAR Subpart 12.3 Solicitation Provisions and Contract Clauses for the Acquisition of Commercial Items.
 - Clause 52.212-1, Instructions to Offerors - Commercial Items.
 - Clause 52.212-4, Contract Terms and Conditions – Commercial Items.



- FAR Subpart 46.710 Contract clauses.
 - Clause 52.246-17, Warranty of Supplies of a Noncomplex Nature.
 - Clause 52.246-18, Warranty of Supplies of a Complex Nature.
 - Clause 52.246.19, Warranty of Systems and Equipment under Performance Specifications or Design Criteria.
 - Clause 52.246-20, Warranty of Services.
 - Clause 52.246-21, Warranty of Construction.

- DFARS Subpart 246.710 Contract clauses.
 - Clause 252.211-7003, Item Unique Identification and Valuation.
 - Clause 252.246-7001, Warranty of Data.
 - Clause 252.246-7002, Warranty of Construction (Germany).
 - Clause 252.246-7005, Notice of Warranty Tracking of Serialized Items.
 - Clause 252.246-7006, Warranty Tracking of Serialized Items.

<https://www.acq.osd.mil/dpap/dars/dfars/html/current/252246.htm>



- DFARS 246.710-70, Warranty attachments.
- PGI 246.710-70, Warranty attachments.
 - https://www.acq.osd.mil/dpap/dars/pgi/pgi.htm/PGI246_7.htm



IF DFARS Clause 252.211-7003

AND

FAR Clause 52.246-17, 52.246-18 or 52.246-19

THEN

Include DFARS Clause 252.246-7006 and warranty attachments

IF DFARS Clause 252.211-7003

THEN

Include DFARS Provision 252.246-7005 and warranty attachments

IF DFARS Clause 252.211-7003

AND

FAR Clause 52.212-4

THEN

Include DFARS Provision 252.246-7005 and warranty attachments



IF the Solicitation included DFARS Clause 252.246-7006

THEN

Include DFARS Clause 252.246-7006 and any completed warranty attachments provided by the contractor

IF the Solicitation included DFARS Provision 252.246-7005

AND

The winning bid included warranty terms supplied by the vendor

THEN

Include DFARS Clause 252.246-7006 and any completed warranty attachments provided by the contractor