



PDREP Supplier Audit Program

**Auditor/User Guide
15 April 2008**

Foreword

The purpose of this guide is to provide working-level procedures to describe entering, updating, revising and viewing information in the Supplier Audit Program (SAP) Automated Information System (AIS). The AIS was developed to support electronic processing of SAP information.

This guide translates business process requirements into procedures for individuals using the automated SAP process in the Product Data Reporting and Evaluation Program (PDREP). The instruction was prepared by Naval Sea Logistics Center Detachment Portsmouth (NSLCDET PTSMH) in support of a NAVSEA HQ 04XP initiative. NSLCDET PTSMH is always in a continuous improvement mode to enhance both the AIS and SAP instruction to meet the needs of its customers.

Please address any recommended changes or improvements to the automated system or this document to:

Director

Naval Sea Logistics Center Detachment Portsmouth

80 Daniel St, Suite 400

Portsmouth, NH 03801-3884

Phone: Helpdesk at DSN 684-1690 or comm.: (207) 438-9460

Fax: Comm: (207) 438-6535 (No DSN fax available)

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NAVSEA 04X maintains the Supplier Audit Program Instruction that implements the Supplier Audit Program. PDREPs Supplier Audit Program application uses those instructions as a basis for the Supplier Audits Programs automated information system's business rules. The instruction is posted on the same web page as this document.

Please address recommended changes for instruction to:

SEA 04X - Supplier Audit Program

Building 197 4W2162

1333 Isaac Hull Ave, SE

Washington Navy Yard, Washington DC 20376

Phone: (202) 781-1320

Email: lawrence.r.baker@navy.mil

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Definitions

CAGE: Five position alphanumeric Commercial and Government entity code for the contractor referenced in the record.

Audit ID: Ten position alphanumeric identification number consisting of a six digit DODAAC, or a five digit CAGE code preceded by a 0 (zero), a four-digit year (yyyy) and a three-digit serial number.

DODAAC: Department of Defense Activity Address code.

Audit Lead: Activities that have audit responsibilities identified by NAVSEA. To determine who is the Team Lead refer to the SAP Shared Supplier List maintained by NAVSEA 04P. A link to the list is also available by clicking on the "[Links](#)" link on the top of the page in the PDREP application.

System Overview

Overview:

The Supplier Audit Program is a Navy Internet application that is accessed via the <http://www.nslcptsmh.csd.disa.mil/pdrep/pdrep.htm> web site using the Product Data Reporting and Evaluation Program (PDREP) Automated Information System (AIS). By definition, SAP information is Sensitive but Unclassified (SBU). To protect the security of SAP information, all actual data entered and retrieved using the system is encrypted using the security features incorporated into the web browser. Access to the system requires a browser which supports 128-bit encryption (sometimes referred to as strong encryption, or U.S. only encryption). The Defense Information Systems Agency (DISA) has purchased a DOD-wide site license from Netscape Corporation for products which support this feature. For most personal computers, Netscape Communicator 4.7, or later, is the browser of choice. This is the only browser available for PCs that have been certified by the National Institute of Standards and Technology meeting the 128-bit encryption requirements. Microsoft's Internet Explorer 6.0, or later, claims to meet this requirement, but it has not yet been certified by NIST. Internet Explorer 6.0 with 128-bit encryption can be used to access the database, but each user has to accept responsibility for any security compromises that may occur through its use. More details on browser requirements and security are available at the Naval Sea Logistics Center Detachment, Portsmouth, NH web site, <http://www.nslcptsmh.csd.disa.mil/pdrep/pdrep.htm>.

Purpose:

Supplier audits are focused primarily on process control. They are not intended to take the place of Pre/Post Award Surveys, Product-Oriented Surveys or Quality System Reviews.

Scope:

The scope is based on the supplier's business and manufacturing capabilities as well as its quality history. Another factor in determining the scope is the auditor's needs. For instance, if procuring bar stock from a supplier, you may only require verification of the following processes: Metallurgical/Chemical Laboratory, Testing, Non-Destructive Testing, Inspection and Testing, Material Control, First Article, Factory Acceptance and Individual Acceptance Testing, Supplier Control of Objective Quality Evidence, and Material Trace. Use the appropriate Supplier Audit Program checklists, located on the Supplier Audit Program Web Page as a guide for each area.

Checklists:

Checklists used to perform supplier audits are maintained on the same web page as this document. Select applicable checklists based on scope of audit.

<http://www.nslcptsmh.csd.disa.mil/supplier/supplier.htm#par>

Audit Resources:

Selection of qualified auditors needed for an audit should be based on their expertise in process areas to be reviewed.

Notification:

- a. Upon determination that a supplier is to be audited, contact the appropriate DCMA Quality Assurance Representative (QAR) to establish a start date for the audit.
- b. Obtain the company point of contact.
- c. Inform the QAR and supplier of what will be needed prior to conduct the audit (i.e., organizational chart, quality manuals, quality problems and corrective action plans etc.).
- d. Establish a schedule, with supplier concurrence, which shall include the times opening and exit meetings and the daily audit agenda.
- e. Determine if personnel protective equipment is required.

Audit Performance:

- a. Opening meeting. Meet with supplier representatives for formal introductions and discussion of planned audit activities for the duration of the audit.
- b. Audit. Following applicable checklists, interview necessary personnel and review associated directives and documentation. Record pertinent information on working papers and attach to respective checklists. Meet with audit team members daily to discuss progress.
- c. Exit meeting. Meet with supplier representatives and provide a briefing of audit results. Provide a written draft copy of the audit to the supplier.

Overview Conclusion

Upon return from the audit, input the results of completed checklists into the PDREP, web page for the Supplier Audit Program. Provide a formal final report to the supplier.

Log In to PDREP

To log into PDREP and access the SAP module click on the **PDREP** link on the left. To view additional Supplier Audit Program information click on either of the **Supplier Audit Program** links.



Fig. 1

Clicking **Supplier Audit Program** above link brings you to Fig 2. Clicking **PDREP** link or **Logon** link takes you to the PDREP log in page, Fig 3.

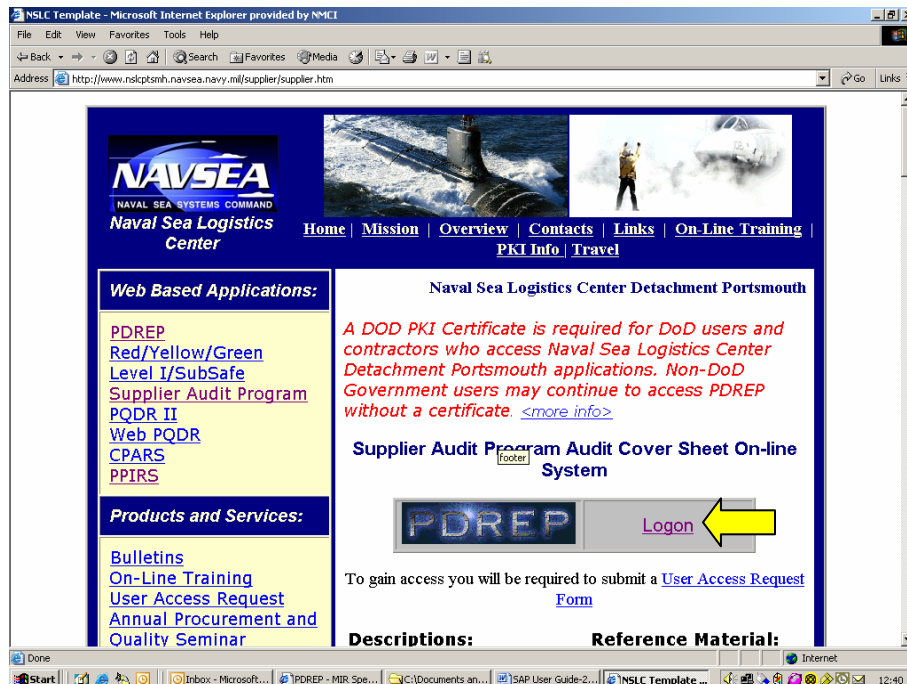


Fig 2

Product Data Reporting and Evaluation Program (PDREP)

Notice:

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.

By using this IS, you consent to the following conditions:

- The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
- Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search.
- Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.

[DoD Logon](#) [Contractor Logon](#) [Federal Logon](#)

Message: The PDREP Application will be unavailable during the following routine maintenance periods:
Weekly: Sunday from 2330 ET to Monday 0330 ET.
Monthly: First Saturday between 0700 and 1230 ET.

Fig 3

If you have PDREP User Id and a CAC Card, click on the **DoD Logon** link. When you see this screen below (Fig 4), enter your User Id. If it's your first time logging in or it's been some time since your last logon, you may be brought to figure 5.

PDREP Government Login

Instructions
1. Enter User Id.
2. Click **Login**

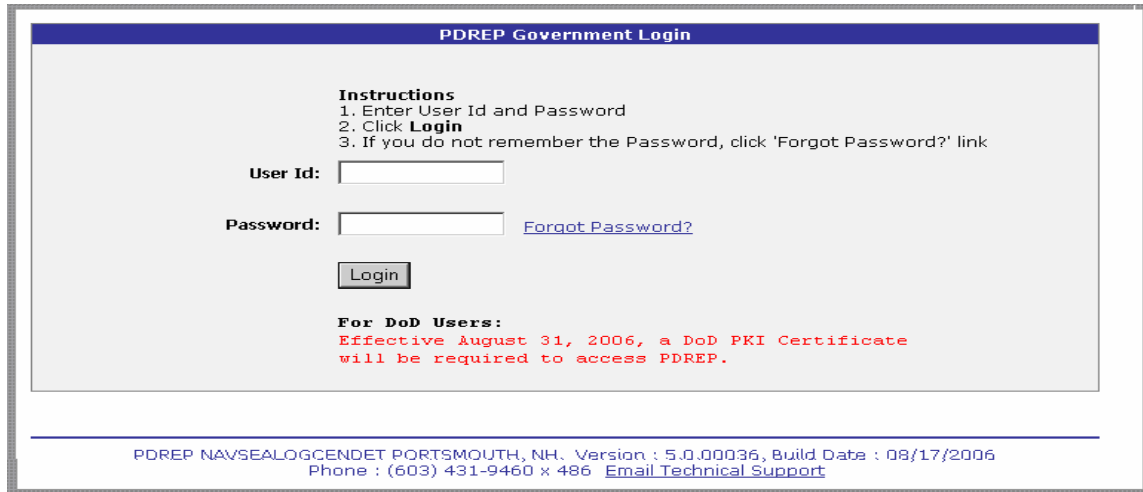
User Id:

Message: The PDREP Application will be unavailable during the following routine maintenance periods:
Weekly: Sunday from 2330 ET to Monday 0330 ET.
Monthly: First Saturday between 0700 and 1230 ET.

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00074, Build Date : 03/30/2008
Phone : (207) 438-1690 [Email Technical Support](#)

Fig 4

Make sure your CAC card is installed and enter your **User Id** and **Password** when logging in for the first time.

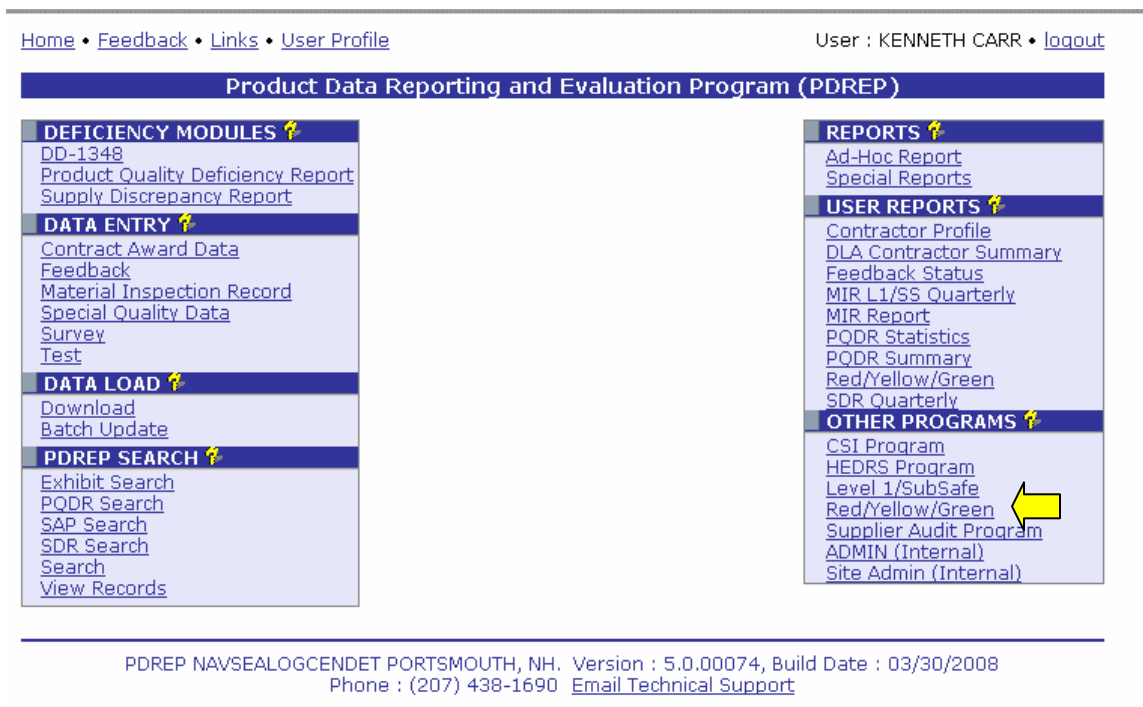


The image shows the PDREP Government Login page. At the top, it says "PDREP Government Login". Below that, there are instructions: "1. Enter User Id and Password", "2. Click **Login**", and "3. If you do not remember the Password, click 'Forgot Password?' link". There are input fields for "User Id:" and "Password:", and a "Login" button. A link for "Forgot Password?" is also present. Below the login fields, there is a section for "For DoD Users:" with a red message: "Effective August 31, 2006, a DoD PKI Certificate will be required to access PDREP." At the bottom, there is a footer with the text: "PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00036, Build Date : 08/17/2006 Phone : (603) 431-9460 x 486 Email Technical Support".

Fig 5

Main Menu

Once logged in, the Main menu will appear on your screen (Fig 6). Choose the **Supplier Audit Program** link.



The image shows the PDREP Main Menu. At the top, there is a navigation bar with links: "Home", "Feedback", "Links", and "User Profile". On the right, it says "User : KENNETH CARR • [logout](#)". Below the navigation bar, the title "Product Data Reporting and Evaluation Program (PDREP)" is displayed. The main content area is divided into two columns. The left column contains sections: "DEFICIENCY MODULES" (with links: DD-1348, Product Quality Deficiency Report, Supply Discrepancy Report), "DATA ENTRY" (with links: Contract Award Data, Feedback, Material Inspection Record, Special Quality Data, Survey, Test), "DATA LOAD" (with links: Download, Batch Update), and "PDREP SEARCH" (with links: Exhibit Search, PQDR Search, SAP Search, SDR Search, Search, View Records). The right column contains sections: "REPORTS" (with links: Ad-Hoc Report, Special Reports), "USER REPORTS" (with links: Contractor Profile, DLA Contractor Summary, Feedback Status, MIR L1/SS Quarterly, MIR Report, PQDR Statistics, PQDR Summary, Red/Yellow/Green, SDR Quarterly), and "OTHER PROGRAMS" (with links: CSI Program, HEDRS Program, Level 1/SubSafe, Red/Yellow/Green, Supplier Audit Program, ADMIN (Internal), Site Admin (Internal)). A yellow arrow points to the "Supplier Audit Program" link. At the bottom, there is a footer with the text: "PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00074, Build Date : 03/30/2008 Phone : (207) 438-1690 Email Technical Support".

Fig 6

Adding SAP Records

To add new record, click on **Add Record**. (Fig 7)

Home • Feedback • Links • User Profile User : ADRIENNE A MORGAN • [logout](#)

SAP Input SAP Report

Supplier Audit Program

Instructions
1. To add new record, click on **Add Record**.
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
a. To view, click on the **Audit ID** link for the record
b. To edit, click the **Edit** link for the record
c. To delete, click the **Delete** link for the record
d. To upload an attachment, click the **attachments** link for the record

CAGE Code:

DODAAC:



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Fig 7

Supplier Audit Program - Add/Edit page (Fig 7a, b, c) will appear.

(M) CAGE Code:

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited:

(D) Audited By:

(D) Phone: Fax:

(M) DCMA Participated?: -SELECT- DCMA Audit?: ☐

Applicable Contract:

(M) Supplier Personnel Contacted: (must fill in one)

(M) Name	(M) Title	(M) Phone	Fax

(M) Process List:(select at least one) 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
02 - HYDROSTATIC TESTING
03 - NON-DESTRUCTIVE TESTING
04 - CALIBRATION

Process(es)	Process Audit Date	Result	SubContractor CAGE
01-METALLURGICAL / CHEMICAL LABORATORY TESTING	04/11/2008	NOT APPLICABLE	

Fig. 7a

(M) Inspection System Indicator: (select at least one) ☐ ISO 9000 ☐ MIL I 45208 ☐ MIL Q 9858
☐ Other:

(M) Calibration System Indicator: (select at least one) ☐ ISO 10012 ☐ ANSI Z540 ☐ MIL STD 45662
☐ Other:

(M) Supplier/Product/Capability Overview:
(max 2000 characters)

(M) Auditor Overall Assessment:
(max 2000 characters)

(M) Audit Results:

Auditor's Date:

Fig. 7b

Applicable Corrective Action Report Number(s):

Response Due Date:

(M) Followup Required?:

(M) Deficiency(ies) Requiring Corrective Action:
(max 2000 characters)

(M) Corrective Action Complete?:

ALERT - Indicate Systemic Problem: ☐

Auditor's Notes:
(max 2000 characters)

Fig. 7c

Save a Completed Audit:

1. Enter/modify all the **(M)** mandatory field(s)
2. Enter/modify additional information if available
3. Click **Save** (Fig 7a)
4. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
5. To cancel the process, click **Cancel** (Fig 7a)

Fields with “**(M)**” are mandatory and must be filled in to save a completed Audit record. A thorough check of the mandatory fields is performed when the **Save** button is clicked.

Save an Audit as a Draft:

To save an audit as a draft, click the **Draft** button at any time. Clicking **Draft** (see Fig 7c) marks the record as a draft and saves all the data on the page without a complete check of the mandatory fields on the page. The following fields are required to save an audit as a draft:

- CAGE Code
- Date audited
- Audited
- Phone

Save a Process to an audit:

1. Select a process from the Process List drop down by clicking on the process, it will then be highlighted.
2. Click **Add Process** (Fig 7a). This adds the process to the audit record.
3. Select **Pending, Not Applicable, Subcontracted out**, or one of the other selections (Fig 7a) from the **Result** dropdown box.
4. Click **Save New Process**.
5. Click **Draft** save as a draft audit or **the Save** button (Fig 7a) to save the Audit record.

Adding a Subcontractor CAGE to a Process:

To save a "Subcontractor CAGE" to a new Process:

1. Click **Add Process** (Fig 7a)
2. Enter a Result and Audit Date.
3. Enter a known CAGE or use the **Lookup** button next to the Subcontractor CAGE field to find a CAGE or create a PDREP local CAGE.
 - The Lookup feature allows **Search** based on partial company name or CAGE (Fig 6d and e)
 - Choosing **Select CAGE** will auto fill the Subcontractor CAGE code
 - Users may create a new local CAGE used only within PDREP to identify subcontractors who may not have a CAGE by clicking the **Add New CAGE** button (Fig 7d and 7e). It is recommended that users search and for any preexisting local CAGES before creating a new one.
 - Choosing **Add** auto fills the new Subcontractor CAGE code to the Process.
 - This is not a real CAGE code and is only local to PDREP.
 - Click **Save New Process**.

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#)
User : KENNETH CARR • [logout](#)

Lookup CAGE Code

Instructions

- To search for an existing **CAGE Code**, enter one of the following:
 - CAGE Code**
 - Contractor's Name** (must be A/N)
- Click **Search**
- Select a CAGE Code by clicking corresponding **Select CAGE Code**
- Click **Add New CAGE** to add the new Code to PDREP.
- Click **Cancel** to return to previous screen

CAGE Code:

Name:

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Fig. 7c

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User : KENNETH CARR • [logout](#)

Lookup CAGE Code

Instructions

- To search for an existing **CAGE Code**, enter one of the following:
 - CAGE Code**
 - Contractor's Name** (must be A/N)
- Click **Search**
- Select a CAGE Code by clicking corresponding **Select CAGE Code**
- Click **Add New CAGE** to add the new Code to PDREP.
- Click **Cancel** to return to previous screen

CAGE Code:

Name:

CAGE Code	Company Name	Address	City	Select
1BFL9	KENNEDY CENTER FOR THE PERFORMING	2700 F ST SW	WASHINGTON	Select CAGE Code
1BDU2	GEO DRILL INC OF KENTUCKY	715 PASADENA DR	LEXINGTON	Select CAGE Code
1BDR6	SUMMER KENNETH DDS	35 STERNBERGER AVE APT Q	LONG BRANCH	Select CAGE Code
1BC26	KENTUCKY ARMY NATIONAL GUARD	1828 US 227 BATTERY A 2D BT 138TH	CARROLLTON	Select CAGE Code
096Q4	ASHE KENNETH MICHAEL DDS	34 STEPHEN AVE	DRACUT	Select CAGE Code
1BBJ8	KENNEDY JAMES	102 LINCOLN LN	WAYNESVILLE	Select CAGE Code
095M0	KENIC TOOL AND DIE INC	167 UPPER BAY RD	SANBORNTON	Select CAGE Code
SC318	NIKKEN SOGOYO CO LTD	3 1 1 HAMASAKI	ASAKA	Select CAGE Code
SC230	WAKO KENZAI CO LTD	937 1 KOSENBA KAWAGOE SHI	SAITAMA-KEN	Select CAGE Code

Fig. 7d

Lookup CAGE Code

Instructions

Enter the mandatory data,
Click **Add** to add the new CAGE Code to PDREP.

(M) Company Name:

(M) Street Address:

PO Box:

(M) City:

(M) State:

(M) Zip:

Fig. 7e

Editing, Deleting, or Viewing SAP Records

You can view previously entered records by searching on the DODAAC or cage code. If you don't know a cage code you can use the **Lookup** button to find one. Enter cage code and DODAAC for your record and hit the "search" button or hit Search to view latest 2000 records for your Activity. See (fig 8).

- To edit, click the **Edit** link for the record. Use the directions for Adding SAP Records to complete any incomplete or change any data fields.
- To delete an entire Audit, click the **Delete** link for the record.
- To view history of an SAP record click on **View**.
- To view the SAP record, without edit capability, click on the **Audit ID** link

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[SAP Input](#) [SAP Report](#)

Supplier Audit Program

Instructions

1. To add new record, click on **Add Record**.
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
 - a. To view, click on the **Audit ID** link for the record
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record
 - d. To upload an attachment, click the **attachments** link for the record

CAGE Code: 

DODAAC:

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

Status	History & Corresp.	CAGE Code	Audit ID	Date Audited	Edit	Delete	Attachment	Send Email
	View	29030	096169-1391108	03/08/1999	Edit	Delete ?	Attachment(s)	Send
	View	13205	096169-1583341	03/10/1999	Edit	Delete ?	Attachment(s)	Send
	View	17476	096169-1999001	09/01/1998	Edit	Delete ?	Attachment(s)	Send
	View	31913	096169-1999002	02/12/1998	Edit	Delete ?	Attachment(s)	Send
	View	0AZ22	096169-1999003	05/04/1998	Edit	Delete ?	Attachment(s)	Send
	View	07270	096169-1999004	12/10/1997	Edit	Delete ?	Attachment(s)	Send
	View	34575	096169-1999005	02/04/1998	Edit	Delete ?	Attachment(s)	Send
	View	29030	096169-1999006	12/23/1997	Edit	Delete ?	Attachment(s)	Send
	View	11859	096169-1999007	10/02/1998	Edit	Delete ?	Attachment(s)	Send
	View	11859	096169-1999008	01/09/1998	Edit	Delete ?	Attachment(s)	Send
	View	2N865	096169-1999009	07/13/1998	Edit	Delete ?	Attachment(s)	Send
	View	34712	096169-1999010	12/18/1997	Edit	Delete ?	Attachment(s)	Send
	View	13871	096169-1999011	04/02/1998	Edit	Delete ?	Attachment(s)	Send
	View	81225	096169-1999012	03/24/1998	Edit	Delete ?	Attachment(s)	Send
	View	13205	096169-1999013	03/06/1998	Edit	Delete ?	Attachment(s)	Send
	View	53154	096169-1999014	10/02/1997	Edit	Delete ?	Attachment(s)	Send

(Fig 8)

Adding Attachments

To upload an attachment, click the **Add Attachment**. (Fig 9) on the **Add/Edit** page or click **Attachment(s)** (Fig 8) from the search results list.

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SAP Input SAP Report

Supplier Audit Program - Add/Edit

Instructions
(M) denotes a mandatory field
(D) denotes a mandatory draft field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. Click **Save**
4. Correct format for Date Elements is MM/DD/YYYY or use Calendar
5. To cancel the process, click **Cancel**

Save Add Attachments Draft Cancel

(M) CAGE Code: Lookup

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited:

(D) Audited By:

(D) Phone: Fax:

(M) DCMA Participated?: -SELECT- List DCMA Reps DCMA Audit?: ☐

Applicable Contract:

Fig 9

Upload Attachment Listing screen will appear. The record you are attaching to will be confirmed in the **Key Info**, if correct click **Add Attachment** (Fig 9a)

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Upload Attachment Listing

Instructions
1. The listing displays attachments for the existing KeyInfo.
2. Click **Add Attachment** to add new attachment.
3. Click **Delete** to delete the attachment.
4. Click **Cancel** to return to the previous screen

Application Module: SAP
Key Info: 0961692006018

ID	File Name	Added Date
No Attachments		

Add Attachment Cancel

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Fig 9a

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[Print](#) [Cancel](#)

Upload Attachment

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Instructions
(M) denotes a mandatory field
1. Click **Browse...** to select the file to upload.
2. Enter the **Short Name for Attachment**.
3. Enter a **Brief Description**.
4. Click **Upload Attachment** to add the attachment to the PDREP.
5. Click **Reset** to clear Name and Description data entry fields.

Warning:
Documents that are uploaded may be manipulated and improperly used unless they are designated 'Read-Only'. Procedure to make your MS-Word documents 'Read-Only':
(1) Open document in MS-Word
(2) Choose 'Options' from the Tools menu
(3) Click the Save tab
(4) Enter a 'Password to Modify'
(5) Click OK
Note: Document may be opened as Read Only by clicking the 'Read-Only' button when prompted upon opening.

(M) File to Upload: [Browse...](#) (jpg,gif,bmp,doc,txt,pdf)

(M) Short Name for Attachment:

(M) Brief Description (Max 500 chars):

[Upload Attachment](#) [Reset](#)

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Fig 9b

Click **Browse** to select the file to upload (Fig 9b).

Enter the **Short Name for Attachment**.

Enter a **Brief Description**.

Click **Upload Attachment** to add the attachment to the PDREP.

Click **Reset** to clear Name and Description data entry fields.

Warning:

Documents that are uploaded may be manipulated and improperly used unless they are designated 'Read-Only'. Procedure to make your MS-Word documents 'Read-Only'

- (1) Open document in MS-Word
- (2) Choose 'Options' from the Tools menu
- (3) Click the Save tab
- (4) Enter a 'Password to Modify'
- (5) Click OK

Note: Document may be opened as 'Read Only' by clicking the 'Read-Only' button when prompted upon opening.

Generating SAP Reports

Select the **SAP Report** tab (Fig. 10).

To show all audits planned in the future, select **Show Pending Audits Only**.
Enter or select from calendar the **Start** and **End** Dates. (Correct format for date fields is **MM/DD/YYYY**)
Information provided in the Audit Results and Process Results blocks is ignored.

The screenshot displays the 'Supplier Audit Program - Report' form. At the top, there are navigation links: Home, Feedback, Links, and User Profile. The user is identified as KENNETH CARR with a logout option. The form has two tabs: 'SAP Input' and 'SAP Report', with the latter being the active tab. The form is divided into several sections. The first section contains instructions for using the report, including a list of steps: 1. Enter or select from calendar Start and End Dates (format MM/DD/YYYY); 2. Check Show Pending Audits Only or Audit Results and Process Results; 3. Process Instructions (a. Click All processes or an individual process(es) and click Add Process; b. To remove a selected process, highlight process and click Delete Process); 4. Click Run Report. Below the instructions are input fields for (M) Start Date (04/11/2005), (M) End Date (04/11/2008), CAGE Code, Audit Activity (DODAAC) (N45112), and Alert Only (checkbox). The next section is (M) Audit Status, with options for Show Pending Audits Only (checkbox) and OR Selected COMPLETED Audit Items. Below this are checkboxes for Audit Results (Satisfactory, Unsatisfactory) and Process Results (Satisfactory, Unsatisfactory, Not Applicable, Partial). The (M) Process Instructions section includes a checkbox for 'Select this for "All Processes"' and a note to select individual processes by highlighting and clicking 'Add Processes'. A list of processes is shown in a scrollable box, including '01 - METALLURGICAL / CHEMICAL LABORATORY TESTING' through '10 - FIRST ARTICLE, FA AND IA TESTING'. To the right of the list are buttons for 'Add Processes >>' and '<< Delete Processes'. A message 'No columns selected' is displayed on the right. At the bottom of the form is a 'Run Report' button. The footer contains the text: PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00074, Build Date : 03/30/2008, Phone : (207) 438-1690, Email Technical Support.

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[SAP Input](#) **SAP Report**

Supplier Audit Program - Report

Instructions
(M) denotes a mandatory field
1. Enter or select from calendar **Start** and **End** Dates
(Correct format for date fields is **MM/DD/YYYY**)
2. Either check **Show Pending Audits Only** or
check one or more **Audit Results** and **Process Results**
3. Process Instructions:
a. Click **All processes** or an individual process(es) and click **Add Process**
b. To remove a selected process, highlight process and click **Delete Process**
4. Click **Run Report**

(M) Start Date: 04/11/2005 (M) End Date: 04/11/2008
CAGE Code: Audit Activity (DODAAC): N45112
Alert Only: ☐

(M) Audit Status:
☐ Show Pending Audits Only
OR
Selected COMPLETED Audit Items
Audit Results: ☒ Satisfactory ☒ Unsatisfactory
Process Results: ☒ Satisfactory ☒ Unsatisfactory ☒ Not Applicable ☒ Partial

(M) Process Instructions
☒ Select this for "All Processes"
OR
To select individual process, highlight process and click Add Processes button

01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
02 - HYDROSTATIC TESTING
03 - NON-DESTRUCTIVE TESTING
04 - CALIBRATION
05 - INSPECTION AND TESTING
06 - MATERIAL CONTROL (INCLUDING LEVEL 1/SUBSAFE)
07 - DOCUMENT AND DATA CONTROL
08 - PAINTING AND SURFACE PREPARATION
09 - CNTRL SUPPLIER/SUBS FLOWDOWN OF CUSTOMER REQ
10 - FIRST ARTICLE, FA AND IA TESTING

Add Processes >>
<< Delete Processes

No columns selected

Run Report

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Phone : (207) 438-1690 [Email Technical Support](#)

Fig 10

Select the individual processes or the **All Processes** key. *At least one Audit Process must be selected to run the report.*

Click **Run Report** at the bottom of the page. The system will supply and pending audits based on the CAGE, Lead Activity or both (if entered).

Run report on complete audits.

Enter or select from calendar **Start** and **End** Dates. (Correct format for date fields is **MM/DD/YYYY**).

Check one or more **Audit Results** and **Process Results**.

Click **All Processes** or an individual process(es) and click **Add Process**. To remove a selected process, highlight the process and click **Delete Process**.

Click **Run Report**

The **Alert Only** check box will filter out all records except those that are actually audits input as alerts.