

Search Tools

User Guide
28 January 2026

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FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Search Tools (SEARCHES) functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case-by-case and need-to-know basis.

NOTE: The data contained within this guide is **NOT** real data and it is **NOT** to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Search Tools module.

Getting Access

- **First Time Users**

First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the **Request Access** link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select "Access Change Request". Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click "Sign and Submit Account Change Request" button to complete the submission.

Contact us

To report an issue, ask a question, or submit suggestions for improvement, active users may hover over the “Help” link located on the PDREP-AIS main menu within the PDREP application or by clicking on the “Contact Help Desk” link located in the header of the PDREP website.

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

NSLC Portsmouth Help Desk

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the header of the PDREP website.

Mailing Address

Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

Additional Resources available on the NSLC Portsmouth Homepage

To aid PDREP-AIS users, reference these additional resources as needed:

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

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

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

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

1 Main PDREP Application Screen

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

Recently Accessed Record(s)		
Record Type	Record Control Number	Last Accessed Date/Time
SP	PDREP202301 (View/Edit)	2025-10-16 09:25:44.0

Figure 1.1

1.1 Searches Fly-Outs

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



Figure 1.2

1.2 Accessing Search Tools

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

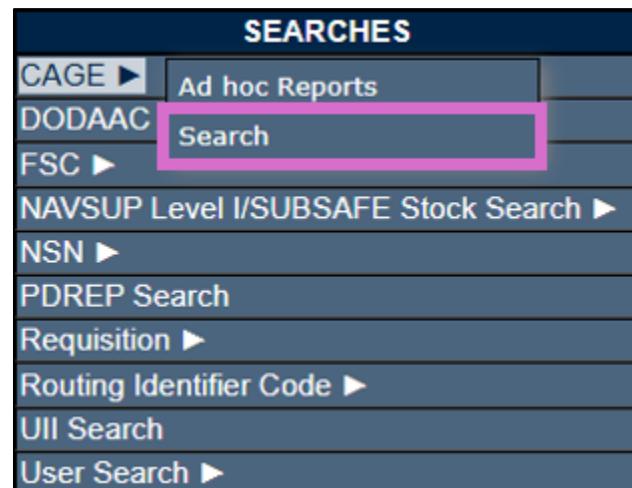


Figure 1.3

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

APPLICATIONS <ul style="list-style-type: none"> ADMIN Links ► Contract Award and Delivery Data (CAD) ► Material Inspection Record (MIR) ► Product Quality Deficiency Report (PQDR) ► QALI/Letter of Delegation (LOD) ► Special Quality Data (SQD) ► Supplier Audit & Assessments (SAA) ► Supply Discrepancy Report (SDR) ► Surveillance Plan (SP) ► Test Records ► SEARCHES <ul style="list-style-type: none"> CAGE ► DODAAC ► FSC ► NAVSUP Level I/SUBSAFE Stock Search ► NSN ► PDREP Search Requisition ► Routing Identifier Code ► UII Search User Search ► 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px; text-align: center;">CAGE Search</td> <td style="width: 33%; padding: 5px; text-align: center;">CAGE Ad Hoc Reports</td> <td style="width: 33%; padding: 5px; text-align: center;">VIEW Record(s)</td> </tr> <tr> <td colspan="3" style="padding: 10px; text-align: center;"> Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record </td> </tr> <tr> <td colspan="3" style="padding: 10px; text-align: center;"> PDREP - CAGE CODE </td> </tr> <tr> <td style="padding: 5px; text-align: center;"> (M) CAGE Code: <input style="width: 150px;" type="text"/> </td> <td style="padding: 5px; text-align: center;"> <input style="width: 100px;" type="button" value="CAGE Lookup"/> </td> <td style="padding: 5px; text-align: center;"> <input style="width: 100px;" type="button" value="View Record"/> </td> </tr> </table>	CAGE Search	CAGE Ad Hoc Reports	VIEW Record(s)	Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record			PDREP - CAGE CODE			(M) CAGE Code: <input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="button" value="CAGE Lookup"/>	<input style="width: 100px;" type="button" value="View Record"/>
CAGE Search	CAGE Ad Hoc Reports	VIEW Record(s)											
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PDREP - CAGE CODE													
(M) CAGE Code: <input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="button" value="CAGE Lookup"/>	<input style="width: 100px;" type="button" value="View Record"/>											

Figure 1.4

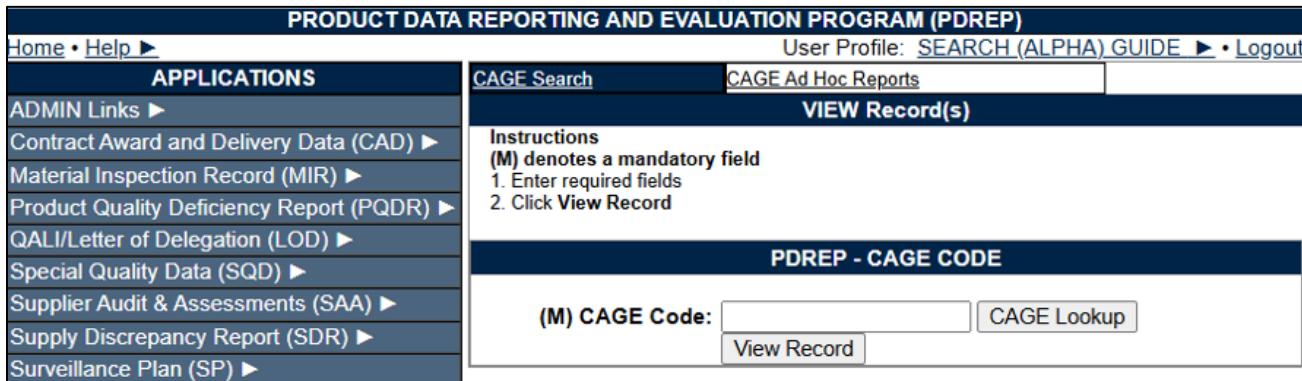
NOTE: The search tool shown in this example is the CAGE Search; all search tools in this User Guide are accessed in the same manner unless stated otherwise.

2 Contract and Government Entity (CAGE)

The Contract and Government Entity (CAGE) search tool enables users to find Vendor and Manufacturer codes utilized within PDREP applications. The CAGE codes receive a validation check against the PDREP database.

2.1 CAGE Search Tool

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

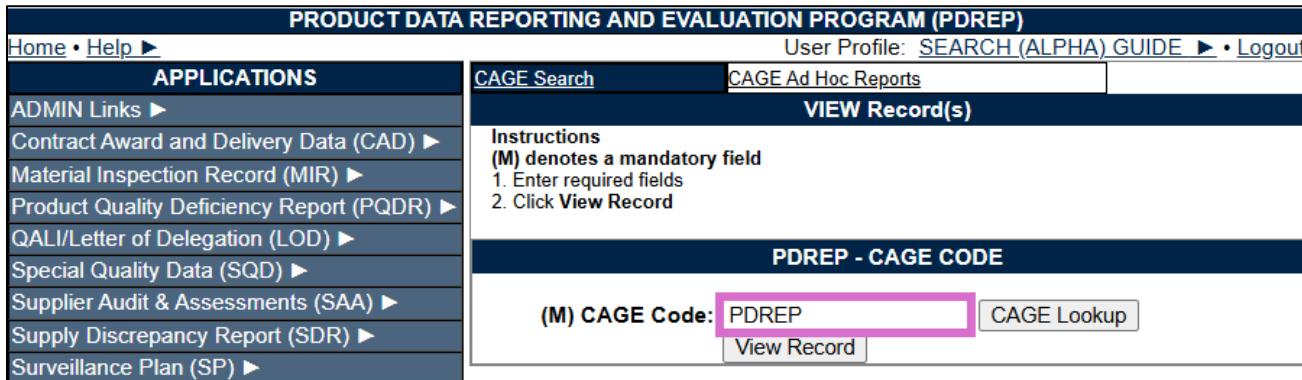


The screenshot shows the PDREP interface with the following layout:

- Header:** PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP), Home, Help, User Profile: SEARCH (ALPHA) GUIDE, Logout.
- Left Sidebar (APPLICATIONS):** ADMIN Links, Contract Award and Delivery Data (CAD), Material Inspection Record (MIR), Product Quality Deficiency Report (PQDR), QALI/Letter of Delegation (LOD), Special Quality Data (SQD), Supplier Audit & Assessments (SAA), Supply Discrepancy Report (SDR), Surveillance Plan (SP).
- Top Right:** CAGE Search, CAGE Ad Hoc Reports, VIEW Record(s).
- Instructions:** (M) denotes a mandatory field, 1. Enter required fields, 2. Click View Record.
- PDREP - CAGE CODE:** (M) CAGE Code: CAGE Lookup, View Record.

Figure 2.1

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



The screenshot shows the PDREP interface with the following layout:

- Header:** PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP), Home, Help, User Profile: SEARCH (ALPHA) GUIDE, Logout.
- Left Sidebar (APPLICATIONS):** ADMIN Links, Contract Award and Delivery Data (CAD), Material Inspection Record (MIR), Product Quality Deficiency Report (PQDR), QALI/Letter of Delegation (LOD), Special Quality Data (SQD), Supplier Audit & Assessments (SAA), Supply Discrepancy Report (SDR), Surveillance Plan (SP).
- Top Right:** CAGE Search, CAGE Ad Hoc Reports, VIEW Record(s).
- Instructions:** (M) denotes a mandatory field, 1. Enter required fields, 2. Click View Record.
- PDREP - CAGE CODE:** (M) CAGE Code: CAGE Lookup, View Record.

Figure 2.2

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

Associated Button Functionality for **Figure 2.1**

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

[Print](#) [Back](#)

PDREP - CAGE CODE

Date: 02/09/2024

CAGE: PDREP

REPLACED BY:

COMPANY: PDREP CO

PO BOX:

ADDRESS: NSLC PORTSMOUTH
PORTSMOUTH, NH 03804

PHONE NUMBER:

CAO:

CODES:

STATUS:

LAST UPDATED:

SMALL BUSINESS:

INDICATORS:

MANUFACTURER:

GOVERNMENT IND: N

Figure 2.3

Associated Button Functionality for Figure 2.3

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

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

VIEW Record(s)

Instructions
(M) denotes a mandatory field

1. Enter required fields
2. Click **View Record**

- CAGE Code is invalid

PDREP - CAGE CODE

(M) CAGE Code: [CAGE Lookup](#)

[View Record](#)

Figure 2.4

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

VIEW Record(s)

Instructions
(M) denotes a mandatory field

1. Enter required fields
2. Click **View Record**

- CAGE Code must be 5 characters

PDREP - CAGE CODE

(M) CAGE Code:

Figure 2.5

3 Department of Defense Activity Address Code (DoDAAC)

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

3.1 DoDAAC Search

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ►

APPLICATIONS

ADMIN Links ►

Contract Award and Delivery Data (CAD) ►

Corrective Action Request (CAR) ►

Controlled Industrial Material (CIM) Search ►

Customer Service Request (CSR) ►

Engineering Referral System (ERS) ►

Material Inspection Record (MIR) ►

Product Quality Deficiency Report (PQDR) ►

QALI/Letter of Delegation (LOD) ►

User Profile: SEARCH (ALPHA) USER GUIDE ► • Logout

DODAAC Search DODAAC Ad Hoc Reports

VIEW Record(s)

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

PDREP - DODAAC

(M) DODAAC: DODAAC Lookup
View Record

Figure 3.1

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ►

APPLICATIONS

ADMIN Links ►

Contract Award and Delivery Data (CAD) ►

Corrective Action Request (CAR) ►

Controlled Industrial Material (CIM) Search ►

Customer Service Request (CSR) ►

Engineering Referral System (ERS) ►

Material Inspection Record (MIR) ►

Product Quality Deficiency Report (PQDR) ►

QALI/Letter of Delegation (LOD) ►

User Profile: SEARCH (ALPHA) USER GUIDE ► • Logout

DODAAC Search DODAAC Ad Hoc Reports

VIEW Record(s)

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

PDREP - DODAAC

(M) DODAAC: DODAAC Lookup
View Record

Figure 3.2

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

[Print](#) [Back](#)

PDREP - DODAAC

Date: 02/09/2024

DODAAC: N45112
SYSCOM Code: 1-NAVSEA
Major Command Code: N0-Naval Sea Systems Cmd
DCAS Region: -
Activity Type: 21-MISCELLANEOUS NAVY
CAO Ind: NO
TYCOM Code: C1-NAVSEA

TAC1 Activity: NAVSEALOGGEN PORTSMOUTH NH
NAVAL SEA LOGISTICS CENTER

TAC1 P.O. Box:
TAC1 Address: PORTSMOUTH NAVAL SHIPYARD
BLDG 153-2
PORTSMOUTH, NH 03804-5000

TAC2 Activity: NAVAL SEA LOGISTICS CNTR PORTSMOUTH
NSLC PORTSMOUTH

TAC2 P.O. Box:
TAC2 Address: BLDG 153-2

PORTSMOUTH, NH 03804

TAC3 Activity: DEFENSE FINANCE AND ACCOUNTING SERV
CLEVELAND-CHARLESTON

TAC3 P.O. Box: 998022
TAC3 Address:

CLEVELAND, OH 44199-8022

Figure 3.3

Associated Button Functionality for Figure 3.3

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

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

VIEW Record(s)	
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record <ul style="list-style-type: none">• DODAAC is invalid	
PDREP - DODAAC	
(M) DODAAC: <input type="text" value="123123"/>	<input type="button" value="DODAAC Lookup"/>
<input type="button" value="View Record"/>	

Figure 3.4

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

VIEW Record(s)	
Instructions (M) denotes a mandatory field 1. Enter required fields 2. Click View Record <ul style="list-style-type: none">• DODAAC must be 6 characters	
PDREP - DODAAC	
(M) DODAAC: <input type="text" value="123"/>	<input type="button" value="DODAAC Lookup"/>
<input type="button" value="View Record"/>	

Figure 3.5

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

4 Federal Supply Class (FSC)

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

4.1 FSC Search

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ►

APPLICATIONS

ADMIN Links ►

Contract Award and Delivery Data (CAD) ►

Corrective Action Request (CAR) ►

Controlled Industrial Material (CIM) Search ►

Customer Service Request (CSR) ►

Engineering Referral System (ERS) ►

Material Inspection Record (MIR) ►

Product Quality Deficiency Report (PQDR) ►

QALI/Letter of Delegation (LOD) ►

User Profile: SEARCH(ALPHA) USER GUIDE ► • Logout

FSC Search FSC Ad Hoc Reports

VIEW Record(s)

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

PDREP - FSC

(M) FSC: FSC Lookup

Figure 4.1

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ►

APPLICATIONS

ADMIN Links ►

Contract Award and Delivery Data (CAD) ►

Corrective Action Request (CAR) ►

Controlled Industrial Material (CIM) Search ►

Customer Service Request (CSR) ►

Engineering Referral System (ERS) ►

Material Inspection Record (MIR) ►

Product Quality Deficiency Report (PQDR) ►

QALI/Letter of Delegation (LOD) ►

User Profile: SEARCH(ALPHA) USER GUIDE ► • Logout

FSC Search FSC Ad Hoc Reports

VIEW Record(s)

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

PDREP - FSC

(M) FSC: FSC Lookup

Figure 4.2

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

[Print](#) [Back](#)

PDREP - FSC

Date: 02/09/2024

FSC: 4820

Description: VALVES, NONPOWERED

Full Description: VALVES, NONPOWERED

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

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

Notes:

Figure 4.3

Associated Button Functionality for **Figure 4.3**

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

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

VIEW Record(s)

Instructions
(M) denotes a mandatory field

1. Enter required fields
2. Click **View Record**

- FSC is invalid

PDREP - FSC

(M) FSC: [FSC Lookup](#)

[View Record](#)

Figure 4.4

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

VIEW Record(s)

Instructions
(M) denotes a mandatory field

1. Enter required fields
2. Click **View Record**

- FSC must be 4 digits

PDREP - FSC

(M) FSC:

Figure 4.5

5 National Stock Number (NSN)

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

5.1 NSN Search

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ►

APPLICATIONS

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

User Profile: SEARCH(ALPHA) USER GUIDE ► • Logout

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

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

NSN: NSN Lookup

Search

Figure 5.1

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ►

APPLICATIONS

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

User Profile: SEARCH(ALPHA) USER GUIDE ► • Logout

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

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

NSN: NSN Lookup

Search

Figure 5.2

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

User Profile: [SEARCH \(ALPHA\) GUIDE](#) ▶ • [Logout](#)

APPLICATIONS		NSN Search	NSN Ad Hoc Reports	NSN Search																																																				
ADMIN Links ▶ Contract Award and Delivery Data (CAD) ▶ Material Inspection Record (MIR) ▶ Product Quality Deficiency Report (PQDR) ▶ QALI/Letter of Delegation (LOD) ▶ Special Quality Data (SQD) ▶ Supplier Audit & Assessments (SAA) ▶ Supply Discrepancy Report (SDR) ▶ Surveillance Plan (SP) ▶ Test Records ▶		Instructions 1. To search existing records, enter a minimum of 4 characters in NSN and click Search 2. To view a specific record, enter NSN in NSN and click Search NSN: <input type="text" value="0316"/> NSN Lookup <input type="button" value="Search"/> Total number of rows: 2515																																																						
SEARCHES CAGE ▶ DODAAC ▶ FSC ▶ NAVSUP Level I/SUBSAFE Stock Search ▶ NSN ▶ PDREP Search Requisition ▶ Routing Identifier Code ▶ UII Search User Search ▶		<table border="1"> <thead> <tr> <th>NSN</th> <th>COG</th> <th>SMIC</th> <th>Material Description</th> </tr> </thead> <tbody> <tr><td>1005 003162411</td><td>1H</td><td></td><td>PIN,FIRING</td></tr> <tr><td>1005 006900316</td><td></td><td></td><td>DEPRESSOR,CARTRIDGE</td></tr> <tr><td>1010 003403169</td><td></td><td></td><td>GUIDE,AMMUNITION CH</td></tr> <tr><td>1015 002100316</td><td>9B</td><td></td><td>GUIDE,PACKING</td></tr> <tr><td>1015 003160251</td><td></td><td></td><td>RECOIL MECHANISM,105 MILL</td></tr> <tr><td>1025 003570316</td><td></td><td></td><td>LUG,HOUSING</td></tr> <tr><td>1030 003803168</td><td>9C</td><td></td><td>GLAND,PACKING</td></tr> <tr><td>1095 002110316</td><td></td><td></td><td>FAIRING,BOMB RACK</td></tr> <tr><td>1095 003165337</td><td></td><td></td><td>PLATE,SWAY BRACE BEARING,</td></tr> <tr><td>1210 001310316</td><td>9B</td><td></td><td>CYLINDER</td></tr> <tr><td>1220 003160257</td><td></td><td></td><td>KNOB ASSY ELEVATION</td></tr> <tr><td>1220 003160261</td><td></td><td></td><td>TERMINAL</td></tr> </tbody> </table>			NSN	COG	SMIC	Material Description	1005 003162411	1H		PIN,FIRING	1005 006900316			DEPRESSOR,CARTRIDGE	1010 003403169			GUIDE,AMMUNITION CH	1015 002100316	9B		GUIDE,PACKING	1015 003160251			RECOIL MECHANISM,105 MILL	1025 003570316			LUG,HOUSING	1030 003803168	9C		GLAND,PACKING	1095 002110316			FAIRING,BOMB RACK	1095 003165337			PLATE,SWAY BRACE BEARING,	1210 001310316	9B		CYLINDER	1220 003160257			KNOB ASSY ELEVATION	1220 003160261			TERMINAL
NSN	COG	SMIC	Material Description																																																					
1005 003162411	1H		PIN,FIRING																																																					
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1015 002100316	9B		GUIDE,PACKING																																																					
1015 003160251			RECOIL MECHANISM,105 MILL																																																					
1025 003570316			LUG,HOUSING																																																					
1030 003803168	9C		GLAND,PACKING																																																					
1095 002110316			FAIRING,BOMB RACK																																																					
1095 003165337			PLATE,SWAY BRACE BEARING,																																																					
1210 001310316	9B		CYLINDER																																																					
1220 003160257			KNOB ASSY ELEVATION																																																					
1220 003160261			TERMINAL																																																					

Figure 5.3

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

User Profile: [SEARCH \(ALPHA\) GUIDE](#) ▶ • [Logout](#)

APPLICATIONS		NSN Search	NSN Ad Hoc Reports	NSN Search																				
ADMIN Links ▶ Contract Award and Delivery Data (CAD) ▶ Material Inspection Record (MIR) ▶ Product Quality Deficiency Report (PQDR) ▶ QALI/Letter of Delegation (LOD) ▶ Special Quality Data (SQD) ▶ Supplier Audit & Assessments (SAA) ▶ Supply Discrepancy Report (SDR) ▶ Surveillance Plan (SP) ▶ Test Records ▶		Instructions 1. To search existing records, enter a minimum of 4 characters in NSN and click Search 2. To view a specific record, enter NSN in NSN and click Search NSN: <input type="text" value="0316"/> NSN Lookup <input type="button" value="Search"/> Total number of rows: 2515																						
SEARCHES CAGE ▶ DODAAC ▶ FSC ▶		<table border="1"> <thead> <tr> <th>NSN</th> <th>COG</th> <th>SMIC</th> <th>Material Description</th> </tr> </thead> <tbody> <tr><td>1005 003162411</td><td>1H</td><td></td><td>PIN,FIRING</td></tr> <tr><td>1005 006900316</td><td></td><td></td><td>DEPRESSOR,CARTRIDGE</td></tr> <tr><td>1010 003403169</td><td></td><td></td><td>GUIDE,AMMUNITION CH</td></tr> <tr><td>1015 002100316</td><td>9B</td><td></td><td>GUIDE,PACKING</td></tr> </tbody> </table>			NSN	COG	SMIC	Material Description	1005 003162411	1H		PIN,FIRING	1005 006900316			DEPRESSOR,CARTRIDGE	1010 003403169			GUIDE,AMMUNITION CH	1015 002100316	9B		GUIDE,PACKING
NSN	COG	SMIC	Material Description																					
1005 003162411	1H		PIN,FIRING																					
1005 006900316			DEPRESSOR,CARTRIDGE																					
1010 003403169			GUIDE,AMMUNITION CH																					
1015 002100316	9B		GUIDE,PACKING																					

PDREP - NSN

NSN NIIN:	003162411
NSN FSC:	1005
Material Description:	PIN,FIRING
Unit Price:	0.88
Navy COG:	1H-Naval Inventory Control Point - Mechanicsburg (NAVICP-M)
Navy SMIC:	-
Integrated Material Manager:	N35
Navy / Marine Material Management Code:	-
Army Material Category Code:	-
FIIG - Criticality Code:	-
Ship CSI Indicator:	-
Government Source Inspection:	-
Controlled Industrial Material:	NO
Product Design Activity:	-

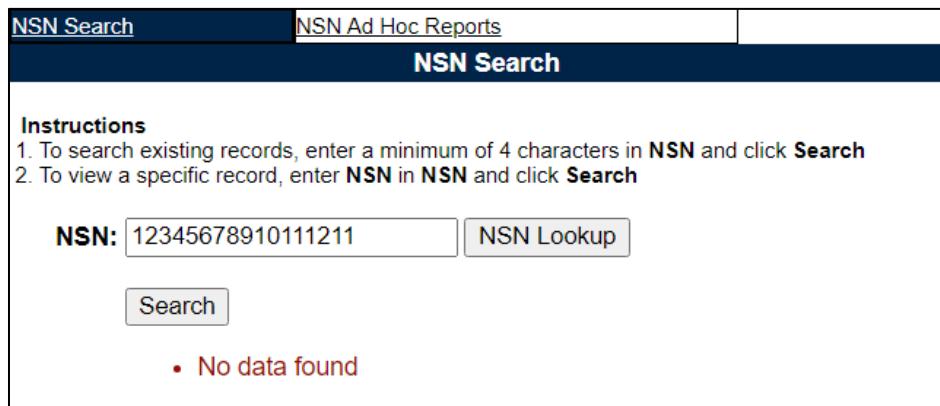


Figure 5.4

Associated Button Functionality for **Figure 5.4**

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

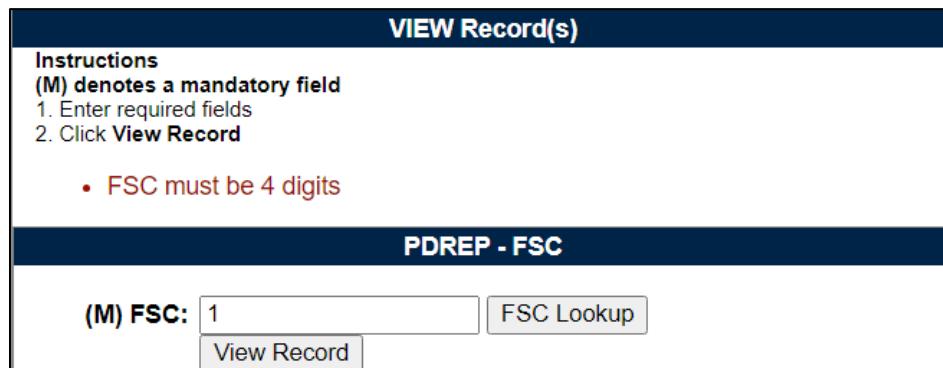
Searching for an NSN not listed in the PDREP database will give the user an error message (**Figure 5.5**).



The screenshot shows a web-based application for searching NSNs. At the top, there are two tabs: "NSN Search" and "NSN Ad Hoc Reports". The "NSN Search" tab is active, indicated by a dark blue background. Below the tabs, the page title "NSN Search" is displayed in a bold, dark blue font. A section titled "Instructions" contains the following text:
1. To search existing records, enter a minimum of 4 characters in **NSN** and click **Search**
2. To view a specific record, enter **NSN** in **NSN** and click **Search**
Below the instructions, there is a search form. It includes a text input field labeled "NSN:" containing the value "12345678910111211", a "NSN Lookup" button, and a "Search" button. A red error message "No data found" is displayed below the search buttons.

Figure 5.5

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



The screenshot shows a web-based application for viewing records. The title of the page is "VIEW Record(s)". Below the title, there is a "Instructions" section with the following text:
(M) denotes a mandatory field
1. Enter required fields
2. Click **View Record**
A red error message "FSC must be 4 digits" is displayed below the instructions. Below the instructions, there is a search form. It includes a text input field labeled "(M) FSC:" containing the value "1", a "FSC Lookup" button, and a "View Record" button.

Figure 5.6

6 PDREP Search

Product Deficiency Reporting and Evaluation Program (PDREP) search tool searches and tabulates all available record types for PDREP, DLA, QEP, EBS, or ALL of the preceding within the specified date range.

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



Figure 6.1

6.1 PDREP Search

After selecting “PDREP Search”, the “PDREP Search” page will appear (**Figure 6.2**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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APPLICATIONS

ADMIN Links ►

Contract Award and Delivery Data (CAD) ►

Material Inspection Record (MIR) ►

Product Quality Deficiency Report (PQDR) ►

QALI/Letter of Delegation (LOD) ►

Special Quality Data (SQD) ►

Supplier Audit & Assessments (SAA) ►

Supply Discrepancy Report (SDR) ►

Surveillance Plan (SP) ►

Test Records ►

SEARCHES

CAGE ►

DoDAAC ►

FSC ►

NAVSUP Level I/SUBSAFE Stock Search ►

NSN ►

PDREP Search

Requisition ►

Routing Identifier Code ►

UII Search

User Search ►

REPORTS

Contractor Profile

Material Profile

Supplier Risk System (SRS) ►

DCIS Summary Report

PDREP Search

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

Date Range

(M) Start Date:

(M) End Date:

(M) Search By:

(M) Search For:

Output

PDREP DLA-QNR

BULLETINS

CONTRACT AWARD AND DELIVERY DATA

CORRECTIVE ACTION REQUEST

GIDEP ALERTS

MATERIAL INSPECTION RECORDS

PRODUCT QUALITY DEFICIENCY REPORTS

REQUISITION

SPECIAL QUALITY DATA

SUPPLIER AUDIT AND ASSESSMENTS

SUPPLY DISCREPANCY REPORT

SURVEYS

TEST REPORTS

WARRANTY TRACKING

Figure 6.2

Associated Data Fields for **Figure 6.2**

- **(M) Start Date:** Defaults to one year prior to today's date.
- **(M) End Date:** Defaults to today's date.
- **(M) Search By:** Dropdown with the following record values to search by:
 - CAGE CODE
 - CONTRACT NUMBER
 - DoDAAC
 - FSC
 - NIIN
 - NSN
 - STATE (NCIS Report)

- **(M) Search For:** Text box for user to enter appropriate information based on the “Search By” field.
- **Output:** Display radio options based on users’ preference for “PDREP” or “DLA-QNR”. Listed box item selections differ based on the radio type selected (**Figure 6.3** shows the differences; left side has “PDREP” selected and right side has “DLA-QNR” selected).

“PDREP” selected	“DLA-QNR” selected
<p>Date Range (M) Start Date: 02/09/2023 <input type="button" value="..."/> (M) End Date: 02/09/2024 <input type="button" value="..."/> (M) Search By: CAGE CODE <input type="button" value="Code Lookup"/> (M) Search For: <input checked="" type="radio"/> PDREP <input type="radio"/> DLA-QNR</p> <div style="border: 2px solid #800080; padding: 5px; margin-top: 10px;"> Select All <input type="button" value=""/> Deselect All <input type="button" value=""/> <input type="checkbox"/> BULLETINS <input type="checkbox"/> CONTRACT AWARD AND DELIVERY DATA <input type="checkbox"/> CORRECTIVE ACTION REQUEST <input type="checkbox"/> GIDEP ALERTS <input type="checkbox"/> MATERIAL INSPECTION RECORDS <input type="checkbox"/> PRODUCT QUALITY DEFICIENCY REPORTS <input type="checkbox"/> REQUISITION <input type="checkbox"/> SPECIAL QUALITY DATA <input type="checkbox"/> SUPPLIER AUDIT AND ASSESSMENTS <input type="checkbox"/> SUPPLY DISCREPANCY REPORT <input type="checkbox"/> SURVEYS <input type="checkbox"/> TEST REPORTS <input type="checkbox"/> WARRANTY TRACKING </div> <p style="text-align: center;"><input type="button" value="Search"/></p>	<p>Date Range (M) Start Date: 02/09/2023 <input type="button" value="..."/> (M) End Date: 02/09/2024 <input type="button" value="..."/> (M) Search By: CAGE CODE <input type="button" value="Code Lookup"/> (M) Search For: <input type="radio"/> PDREP <input checked="" type="radio"/> DLA-QNR</p> <div style="border: 2px solid #800080; padding: 5px; margin-top: 10px;"> Select All <input type="button" value=""/> Deselect All <input type="button" value=""/> <input type="checkbox"/> DLA QUALITY NOTIFICATION DATA (EBS) <input type="checkbox"/> DLA TECHNICAL DATA CODE (EBS) <input type="checkbox"/> DLA TERMINATION CODE (EBS) <input type="checkbox"/> DLA WEAPONS SYSTEMS DATA CODE (EBS) </div> <p style="text-align: center;"><input type="button" value="Search"/></p>

Figure 6.3

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

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: CAGE CODE

Output

Contract Number

DODAAC

FSC

NIIN

NSN

STATE (NCIS Report) AND DELIVERY DATA

CORRECTIVE ACTION REQUEST

GIIDEP ALERTS

MATERIAL INSPECTION RECORDS

PRODUCT QUALITY DEFICIENCY REPORTS

REQUISITION

SPECIAL QUALITY DATA

SUPPLIER AUDIT AND ASSESSMENTS

SUPPLY DISCREPANCY REPORT

SURVEYS

TEST REPORTS

WARRANTY TRACKING

Figure 6.4

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

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP

Output PDREP DLA-QNR

Figure 6.5

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

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP

Output PDREP DLA-QNR

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

Figure 6.6 (Individually selecting options)

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP

Output PDREP DLA-QNR

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

Figure 6.7 (clicking “Select All” button)

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP

Output PDREP DLA-QNR

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

Figure 6.8 (clicking “Deselect ALL” button)

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

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

Date Range
(M) Start Date: 02/09/2023 (M) End Date: 02/09/2024
(M) Search By: CAGE CODE
(M) Search For: PDREP
Output PDREP DLA-QNR

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

Figure 6.9

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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Search Result - CAGE CODE

[Print](#) [Back](#)

Instructions

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

CAGE CODE: PDREP COMPANY NAME: PDREP CO CITY: PORTSMOUTH STATUS:	REPLACE CODE(If any): STATE/ZIP: NH 03804
Report Period 02/09/2023 to 02/09/2024 Run 02/09/2024	
PDREP Records	
Records	
0	BULLETINS
0	CONTRACT AWARD AND DELIVERY DATA
<u>52</u>	CORRECTIVE ACTION REQUEST
0	REQUISITION
0	SUPPLY DISCREPANCY REPORT
2	TEST REPORTS
0	WARRANTY TRACKING

Figure 6.10

Associated Button Functionality for **Figure 6.10**

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

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)											
User Profile: SEARCH (ALPHA) USER GUIDE ► • Logout											
Search Result - CAGE CODE											
<input type="button" value="Print"/> <input type="button" value="Back"/>											
Instructions 1. Click the # link for the record type to the detail listing. (Note: If # link is not available, user will need to submit an Access Change Request to update profile with the required permissions.) 2. Click Back to modify the search qualifiers.											
CAGE CODE: PDREP COMPANY NAME: PDREP CO CITY: PORTSMOUTH STATUS: REPLACE CODE(if any): STATE/ZIP: NH 03804											
Report Period 02/09/2023 to 02/09/2024 Run 02/09/2024											
DLA QNR Records <table border="1" style="width: 100%;"> <thead> <tr> <th>Records</th> <th></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>DLA QUALITY NOTIFICATION DATA (EBS)</td> </tr> <tr> <td>0</td> <td>DLA TECHNICAL DATA CODE (EBS)</td> </tr> <tr> <td>0</td> <td>DLA TERMINATION CODE (EBS)</td> </tr> <tr> <td>0</td> <td>DLA WEAPON SYSTEM DATA CODE (EBS)</td> </tr> </tbody> </table>		Records		0	DLA QUALITY NOTIFICATION DATA (EBS)	0	DLA TECHNICAL DATA CODE (EBS)	0	DLA TERMINATION CODE (EBS)	0	DLA WEAPON SYSTEM DATA CODE (EBS)
Records											
0	DLA QUALITY NOTIFICATION DATA (EBS)										
0	DLA TECHNICAL DATA CODE (EBS)										
0	DLA TERMINATION CODE (EBS)										
0	DLA WEAPON SYSTEM DATA CODE (EBS)										

Figure 6.11

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)																																																																												
User Profile: SEARCH (ALPHA) USER GUIDE ► • Logout																																																																												
Search Detail																																																																												
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Instructions 1. Click the link to view the record details. 2. Click Back to select other record type.																																																																												
Search Detail - CAGE CODE <table border="1" style="width: 100%;"> <tbody> <tr> <td>CAGE CODE: PDREP</td> <td>REPLACE CODE(if any):</td> </tr> <tr> <td>COMPANY NAME: PDREP CO</td> <td></td> </tr> <tr> <td>CITY: PORTSMOUTH</td> <td>STATE/ZIP: NH 03804</td> </tr> <tr> <td>STATUS:</td> <td></td> </tr> </tbody> </table>		CAGE CODE: PDREP	REPLACE CODE(if any):	COMPANY NAME: PDREP CO		CITY: PORTSMOUTH	STATE/ZIP: NH 03804	STATUS:																																																																				
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CITY: PORTSMOUTH	STATE/ZIP: NH 03804																																																																											
STATUS:																																																																												
Lines Items for CORRECTIVE ACTION REQUEST <table border="1" style="width: 100%;"> <thead> <tr> <th>LEVEL</th> <th>CAR#</th> <th>CAGE CODE</th> <th>CONTRACT NUMBER</th> <th>ADDED DATE</th> </tr> </thead> <tbody> <tr> <td>LEVEL_I</td> <td>PDREP20246D</td> <td>PDREP</td> <td></td> <td>01/05/2024</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP20245D</td> <td>PDREP</td> <td></td> <td>01/04/2024</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP20243D</td> <td>PDREP</td> <td></td> <td>01/04/2024</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP20242D</td> <td>PDREP</td> <td></td> <td>01/04/2024</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP20241D</td> <td>PDREP</td> <td></td> <td>01/04/2024</td> </tr> <tr> <td>LEVEL_II</td> <td>PDREP202399D</td> <td>PDREP</td> <td></td> <td>12/14/2023</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP202397P</td> <td>PDREP</td> <td></td> <td>12/06/2023</td> </tr> <tr> <td>LEVEL_II</td> <td>PDREP202396P</td> <td>PDREP</td> <td></td> <td>12/05/2023</td> </tr> <tr> <td>LEVEL_II</td> <td>PDREP202393O</td> <td>PDREP</td> <td></td> <td>11/02/2023</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP202392D</td> <td>PDREP</td> <td></td> <td>10/06/2023</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP202382P</td> <td>PDREP</td> <td></td> <td>10/05/2023</td> </tr> <tr> <td>LEVEL_II</td> <td>PDREP202380P</td> <td>PDREP</td> <td></td> <td>09/29/2023</td> </tr> <tr> <td>LEVEL_II</td> <td>PDREP202379P</td> <td>PDREP</td> <td></td> <td>09/29/2023</td> </tr> <tr> <td>LEVEL_I</td> <td>PDREP202378P</td> <td>PDREP</td> <td></td> <td>09/29/2023</td> </tr> </tbody> </table>		LEVEL	CAR#	CAGE CODE	CONTRACT NUMBER	ADDED DATE	LEVEL_I	PDREP20246D	PDREP		01/05/2024	LEVEL_I	PDREP20245D	PDREP		01/04/2024	LEVEL_I	PDREP20243D	PDREP		01/04/2024	LEVEL_I	PDREP20242D	PDREP		01/04/2024	LEVEL_I	PDREP20241D	PDREP		01/04/2024	LEVEL_II	PDREP202399D	PDREP		12/14/2023	LEVEL_I	PDREP202397P	PDREP		12/06/2023	LEVEL_II	PDREP202396P	PDREP		12/05/2023	LEVEL_II	PDREP202393O	PDREP		11/02/2023	LEVEL_I	PDREP202392D	PDREP		10/06/2023	LEVEL_I	PDREP202382P	PDREP		10/05/2023	LEVEL_II	PDREP202380P	PDREP		09/29/2023	LEVEL_II	PDREP202379P	PDREP		09/29/2023	LEVEL_I	PDREP202378P	PDREP		09/29/2023
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LEVEL_II	PDREP202393O	PDREP		11/02/2023																																																																								
LEVEL_I	PDREP202392D	PDREP		10/06/2023																																																																								
LEVEL_I	PDREP202382P	PDREP		10/05/2023																																																																								
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LEVEL_II	PDREP202379P	PDREP		09/29/2023																																																																								
LEVEL_I	PDREP202378P	PDREP		09/29/2023																																																																								

Figure 6.12

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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[Print](#) [Back](#)

Corrective Action Request - View

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

Contract Information

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

Item

COG	FSC	NIIN	SMIC
NSN:			
Part Number:			
Nomenclature:			

Deficiency Identified

Code/Literal: -

Response Due Date:

QAR Review

Cause Code:
Correction Action Code:
Preventive Action Code:
Response Accepted:
Remarks:

Follow-up

Follow-up due date:
Follow-up:
Follow-up completion date:

Attachment(s)

Key	Name	Description
PDREP20240006D	PDREP-2024-0006D_Sub-Loc-Notification.pdf	
PDREP20240006D	PDREP-2024-0006D.pdf	

Figure 6.13

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

Associated Button Functionality for **Figure 6.13**

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

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

*Example: If a user does not have access to the Corrective Action Request (CAR) module and there are records associated, the hyperlink will be clickable for this user, but may have limitations in future screens. **Figure 6.14** shows the error message a user will receive after attempting to view a CAR record with no CAR module access.*

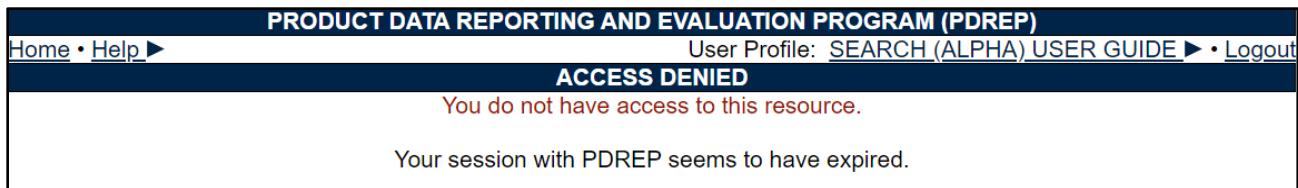


Figure 6.14

7 REQUISITION

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

7.1 Requisition Search

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ►

APPLICATIONS

ADMIN Links ►

Contract Award and Delivery Data (CAD) ►

Controlled Industrial Material (CIM) Search ►

Customer Service Request (CSR) ►

Engineering Referral System (ERS) ►

Material Inspection Record (MIR) ►

Product Quality Deficiency Report (PQDR) ►

QALI/Letter of Delegation (LOD) ►

Receipt Inspection Management System (RIMS) ►

Special Quality Data (SQD) ►

Supplier Audit & Assessments (SAA) ►

User Profile: SEARCH (ALPHA) USER GUIDE ► • Logout

Requisition Search

Requisition Ad Hoc Reports

Requisition Search

Instructions

1. To search existing records, enter **Parameter(s)** and click **Search**.
2. To view a specific record, enter Requisition Number in **Requisition** and click **Search**.

Requisition Number:

NIIN:

Search

Figure 7.1

Associated Data Fields for Figure 7.1

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

7.2 “Requisition Number” Data Field

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

Requisition Search

Requisition Ad Hoc Reports

Requisition Search

Instructions

1. To search existing records, enter **Parameter(s)** and click **Search**.
2. To view a specific record, enter Requisition Number in **Requisition** and click **Search**.

Requisition Number:

NIIN:

Search

Figure 7.2

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

Requisition Search	Requisition Ad Hoc Reports																
Requisition Search																	
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search. 2. To view a specific record, enter Requisition Number in Requisition and click Search.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Requisition Number:</td> <td style="width: 40%;"><input type="text" value="N0016771517845"/></td> <td style="width: 30%;"></td> </tr> <tr> <td>NIIN:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="button" value="Search"/></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Requisition Number</th> <th style="width: 30%;">NSN</th> <th style="width: 40%;">Raday Received Date</th> </tr> </thead> <tbody> <tr> <td>N0016771517845</td> <td></td> <td>08/06/2007</td> </tr> </tbody> </table>			Requisition Number:	<input type="text" value="N0016771517845"/>		NIIN:	<input type="text"/>		<input type="button" value="Search"/>			Requisition Number	NSN	Raday Received Date	N0016771517845		08/06/2007
Requisition Number:	<input type="text" value="N0016771517845"/>																
NIIN:	<input type="text"/>																
<input type="button" value="Search"/>																	
Requisition Number	NSN	Raday Received Date															
N0016771517845		08/06/2007															

Figure 7.3

7.3 NIIN Data Field

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

Requisition Search	Requisition Ad Hoc Reports										
Requisition Search											
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search. 2. To view a specific record, enter Requisition Number in Requisition and click Search.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Requisition Number:</td> <td style="width: 40%;"><input type="text"/></td> <td style="width: 30%;"></td> </tr> <tr> <td>NIIN:</td> <td><input type="text" value="006021230"/></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="button" value="Search"/></td> </tr> </table>			Requisition Number:	<input type="text"/>		NIIN:	<input type="text" value="006021230"/>		<input type="button" value="Search"/>		
Requisition Number:	<input type="text"/>										
NIIN:	<input type="text" value="006021230"/>										
<input type="button" value="Search"/>											

Figure 7.4

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

Requisition Search	Requisition Ad Hoc Reports																									
Requisition Search																										
<p>Instructions</p> <p>1. To search existing records, enter Parameter(s) and click Search. 2. To view a specific record, enter Requisition Number in Requisition and click Search.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Requisition Number:</td> <td style="width: 40%;"><input type="text"/></td> <td style="width: 30%;"></td> </tr> <tr> <td>NIIN:</td> <td><input type="text" value="006021230"/></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="button" value="Search"/></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Requisition Number</th> <th style="width: 30%;">NSN</th> <th style="width: 40%;">Raday Received Date</th> </tr> </thead> <tbody> <tr> <td>N0020772191597 R</td> <td>9B5325006021230</td> <td>08/07/2007</td> </tr> <tr> <td>N6008772200741 R</td> <td>9B5325006021230</td> <td>08/08/2007</td> </tr> <tr> <td>N682127198DC74 R</td> <td>9B5325006021230</td> <td>08/01/2007</td> </tr> <tr> <td>N682127214GT54 R</td> <td>9B5325006021230</td> <td>08/06/2007</td> </tr> </tbody> </table>			Requisition Number:	<input type="text"/>		NIIN:	<input type="text" value="006021230"/>		<input type="button" value="Search"/>			Requisition Number	NSN	Raday Received Date	N0020772191597 R	9B5325006021230	08/07/2007	N6008772200741 R	9B5325006021230	08/08/2007	N682127198DC74 R	9B5325006021230	08/01/2007	N682127214GT54 R	9B5325006021230	08/06/2007
Requisition Number:	<input type="text"/>																									
NIIN:	<input type="text" value="006021230"/>																									
<input type="button" value="Search"/>																										
Requisition Number	NSN	Raday Received Date																								
N0020772191597 R	9B5325006021230	08/07/2007																								
N6008772200741 R	9B5325006021230	08/08/2007																								
N682127198DC74 R	9B5325006021230	08/01/2007																								
N682127214GT54 R	9B5325006021230	08/06/2007																								

Figure 7.5

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

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

Figure 7.6

Associated Button Functionality for **Figure 7.6**

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

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

8 Routing Identifier Code (RIC)

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

8.1 Routing Identifier Code Search

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

The screenshot shows the PDREP interface. The top navigation bar includes 'Home', 'Help', 'User Profile: SEARCH (ALPHA) USER GUIDE', and 'Logout'. The 'APPLICATIONS' sidebar lists links for 'ADMIN Links', 'Contract Award and Delivery Data (CAD)', 'Controlled Industrial Material (CIM) Search', 'Customer Service Request (CSR)', 'Engineering Referral System (ERS)', 'Material Inspection Record (MIR)', 'Product Quality Deficiency Report (PQDR)', 'QALI/Letter of Delegation (LOD)', and 'Receipt Inspection Management System (RIMS)'. The main search area is titled 'Routing Identifier Code Search' and contains instructions: '1. To search existing records, enter Parameter(s) and click Search.' and '2. To view a specific record, enter Routing Identifier Code in RIC and click Search'. It features two text input fields: 'RIC:' and 'Activity Name:', and a 'Search' button.

Figure 8.1

Associated Data Fields for **Figure 8.1**

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

8.2 RIC Data Field

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

The screenshot shows the 'Routing Identifier Code Search' screen. The 'RIC:' field contains the value 'Q7Z'. The 'Activity Name:' field is empty. The 'Search' button is visible at the bottom.

Figure 8.2

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

Routing Identifier Code Search	Routing Identifier Code Ad Hoc Reports						
Routing Identifier Code Search							
Instructions 1. To search existing records, enter Parameter(s) and click Search . 2. To view a specific record, enter Routing Identifier Code in RIC and click Search							
RIC:	<input type="text" value="Q7Z"/>						
Activity Name:	<input type="text"/>						
<input type="button" value="Search"/>							
Total number of rows: 1 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">RIC</th> <th style="width: 20%;">DODAAC</th> <th style="width: 70%;">Activity Name</th> </tr> </thead> <tbody> <tr> <td>Q7Z</td> <td>N45112</td> <td>NAVSEADET NAVAL MATERIAL QUALITY</td> </tr> </tbody> </table>		RIC	DODAAC	Activity Name	Q7Z	N45112	NAVSEADET NAVAL MATERIAL QUALITY
RIC	DODAAC	Activity Name					
Q7Z	N45112	NAVSEADET NAVAL MATERIAL QUALITY					

Figure 8.3

8.3 Activity Name Data Field

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

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

Figure 8.4

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

Routing Identifier Code Search	Routing Identifier Code Ad Hoc Reports																																	
Routing Identifier Code Search																																		
Instructions 1. To search existing records, enter Parameter(s) and click Search . 2. To view a specific record, enter Routing Identifier Code in RIC and click Search																																		
RIC:	<input type="text"/>																																	
Activity Name: <input type="text" value="NAVSEA"/>																																		
<input type="button" value="Search"/>																																		
Total number of rows: 10 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">RIC</th> <th style="text-align: center;">DODAAC</th> <th style="text-align: center;">Activity Name</th> </tr> </thead> <tbody> <tr><td>NAW</td><td></td><td>NAVSEA STAGING FACILITY</td></tr> <tr><td>NSU</td><td></td><td>NAVSEA EAST COAST STAGING FACILITY</td></tr> <tr><td>NSV</td><td></td><td>NAVSEA STAGING FACILITY PACIFIC</td></tr> <tr><td>NVL</td><td></td><td>NAVSEA STAGING FACILITY PACIFIC</td></tr> <tr><td>NYA</td><td></td><td>NAVSEA STAGING FACILITY ATLANTIC</td></tr> <tr><td>Q7Z</td><td>N45112</td><td>NAVSEADET NAVAL MATERIAL QUALITY</td></tr> <tr><td>R7A</td><td></td><td>NAVSEA SMMSO PMS 390</td></tr> <tr><td>Y4E</td><td></td><td>NAVSEA CBRD TAVMS IMAGES</td></tr> <tr><td>YRY</td><td>N39029</td><td>NAVSEATECHREP AEGIS</td></tr> <tr><td>YVY</td><td>N39029</td><td>NAVSEATECHREP AEGIS</td></tr> </tbody> </table>		RIC	DODAAC	Activity Name	NAW		NAVSEA STAGING FACILITY	NSU		NAVSEA EAST COAST STAGING FACILITY	NSV		NAVSEA STAGING FACILITY PACIFIC	NVL		NAVSEA STAGING FACILITY PACIFIC	NYA		NAVSEA STAGING FACILITY ATLANTIC	Q7Z	N45112	NAVSEADET NAVAL MATERIAL QUALITY	R7A		NAVSEA SMMSO PMS 390	Y4E		NAVSEA CBRD TAVMS IMAGES	YRY	N39029	NAVSEATECHREP AEGIS	YVY	N39029	NAVSEATECHREP AEGIS
RIC	DODAAC	Activity Name																																
NAW		NAVSEA STAGING FACILITY																																
NSU		NAVSEA EAST COAST STAGING FACILITY																																
NSV		NAVSEA STAGING FACILITY PACIFIC																																
NVL		NAVSEA STAGING FACILITY PACIFIC																																
NYA		NAVSEA STAGING FACILITY ATLANTIC																																
Q7Z	N45112	NAVSEADET NAVAL MATERIAL QUALITY																																
R7A		NAVSEA SMMSO PMS 390																																
Y4E		NAVSEA CBRD TAVMS IMAGES																																
YRY	N39029	NAVSEATECHREP AEGIS																																
YVY	N39029	NAVSEATECHREP AEGIS																																

Figure 8.5

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ► User Profile: SEARCH (ALPHA) USER GUIDE ► • Logout	
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - ROUTING IDENTIFIER CODE	
Routing Identifier Code: Q7Z DODAAC: N45112 Activity Name1: NAVSEADET NAVAL MATERIAL QUALITY Activity Name2: ASSESSMENT OFFICE FEDERAL BUILDING PO Box Number: Street Address1: Street Address2: City: PORTSMOUTH State: NH Zip Code: 03801-3884 Telephone Number: DSN Number: Fax Number: POC Name: Email Address:	

Figure 8.6

Associated Button Functionality for **Figure 8.6**

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

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

9 USER SEARCH

The User Search tool is used to locate basic information regarding active PDREP-AIS user.

After successfully logging into the PDREP Home page, select the “User Search” link on the left panel below “SEARCHES” (Figure 9.1).



Figure 9.1

9.1 User Search

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

The image shows the 'User Search' screen. At the top, there is a navigation bar with two tabs: 'Ad Hoc Reports' and 'User Search'. The 'User Search' tab is highlighted with a dark blue background. Below the navigation bar, the page title 'User Search' is displayed in a dark blue header. The main content area is titled 'Instructions' and contains the following text: '1. To search existing records, enter **Parameter(s)** and click **Search**'. Below the instructions, there are five input fields with labels: 'User Code:' (with a text input field), 'Activity:' (with a text input field), 'First Name:' (with a text input field), 'Last Name:' (with a text input field), and 'Email:' (with a text input field). At the bottom of the form is a 'Search' button.

Figure 9.2

Associated Data Fields for **Figure 9.2**

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

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

Ad Hoc Reports	User Search
User Search	
Instructions	
1. To search existing records, enter Parameter(s) and click Search .	
User Code:	<input type="text" value="PDREP"/>
Activity:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="Search"/>	

Figure 9.3

Ad Hoc Reports	User Search
User Search	
Instructions	
1. To search existing records, enter Parameter(s) and click Search .	
User Code:	<input type="text"/>
Activity:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="Search"/>	
• ERROR: No data returned from the database Probable causes: 1.No matching data 2.Invalid Parameters	

Figure 9.4

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

Ad Hoc Reports	User Search												
User Search													
Instructions 1. To search existing records, enter Parameter(s) and click Search .													
User Code: <input type="text" value="PDREP"/> Activity: <input type="text"/> First Name: <input type="text"/> Last Name: <input type="text"/> Email: <input type="text"/>	<input type="button" value="Search"/>												
Total number of rows: 1 User Search List Download: Click here to download data in Microsoft Excel format													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>User Code</th> <th>First Name</th> <th>Last Name</th> <th>Activity</th> <th>Email</th> <th>User Status</th> </tr> </thead> <tbody> <tr> <td>PDREP</td> <td>P (ALPHA)</td> <td>DREP</td> <td>N45112</td> <td>TESTEMAIL@NAVY.MIL</td> <td>DEACTIVATED</td> </tr> </tbody> </table>		User Code	First Name	Last Name	Activity	Email	User Status	PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED
User Code	First Name	Last Name	Activity	Email	User Status								
PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED								

Figure 9.5

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

Total number of rows: 1 User Search List Download: Click here to download data in Microsoft Excel format																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>User Code</th><th>First Name</th><th>Last Name</th><th>Activity</th><th>Email</th><th>User Status</th></tr> </thead> <tbody> <tr> <td>PDREP</td><td>P (ALPHA)</td><td>DREP</td><td>N45112</td><td>TESTEMAIL@NAVY.MIL</td><td>DEACTIVATED</td></tr> </tbody> </table>					User Code	First Name	Last Name	Activity	Email	User Status	PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED
User Code	First Name	Last Name	Activity	Email	User Status											
PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED											

Figure 9.6

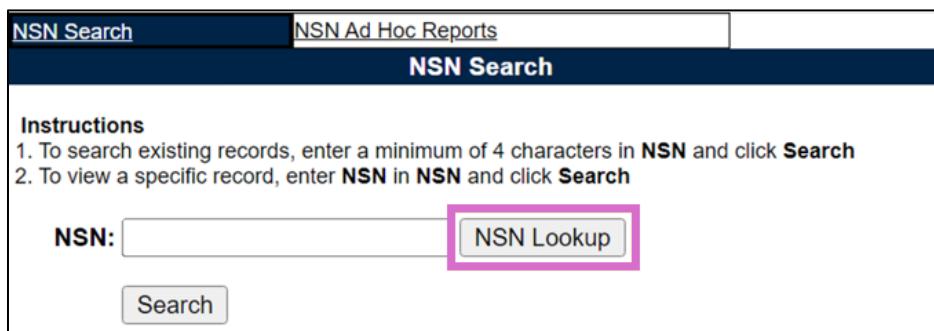
NOTE: Partial searches are supported in all fields, but results exceeding 10,000 records will require further refinement of search parameters.

10 ADDITIONAL FUNCTIONALITY

10.1 Lookup Button

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

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

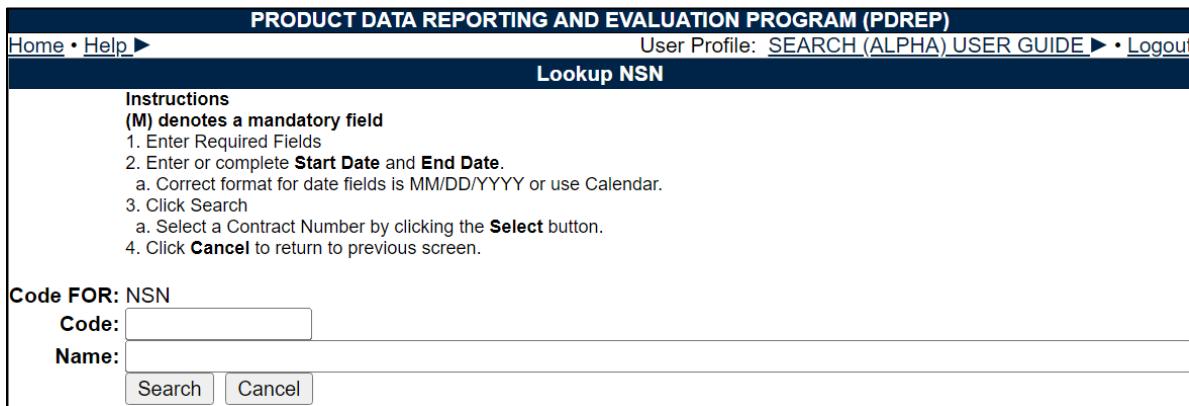


The screenshot shows a web-based application with a dark blue header. The header contains the text "NSN Search" and "NSN Ad Hoc Reports". Below the header is a sub-header "NSN Search". The main content area has a white background. It contains the following elements:

- Instructions**:
1. To search existing records, enter a minimum of 4 characters in **NSN** and click **Search**
2. To view a specific record, enter **NSN** in **NSN** and click **Search**
- A text input field labeled "NSN:" with a placeholder for text.
- A button labeled "NSN Lookup" which is highlighted with a pink rectangular box.
- A button labeled "Search" below the "NSN Lookup" button.

Figure 10.1

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



The screenshot shows a web-based application with a dark blue header. The header contains the text "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)", "Home • Help ►", "User Profile: SEARCH (ALPHA) USER GUIDE ►", and "Logout". Below the header is a sub-header "Lookup NSN". The main content area has a white background. It contains the following elements:

- Instructions**:
(M) denotes a mandatory field
1. Enter Required Fields
2. Enter or complete **Start Date** and **End Date**.
a. Correct format for date fields is MM/DD/YYYY or use Calendar.
3. Click **Search**
a. Select a Contract Number by clicking the **Select** button.
4. Click **Cancel** to return to previous screen.
- Code FOR: NSN**:
Code:
Name:
- Buttons: "Search" and "Cancel".

Figure 10.2

Enter an NSN in the “Code” field. A minimum of four characters is required (**Figure 10.3**).

Lookup NSN

Instructions
(M) denotes a mandatory field

1. Enter Required Fields
2. Enter or complete **Start Date** and **End Date**.
 - a. Correct format for date fields is MM/DD/YYYY or use Calendar.
3. Click Search
 - a. Select a Contract Number by clicking the **Select** button.
4. Click **Cancel** to return to previous screen.

Code FOR: NSN

Code:	003162411
Name:	
Search	Cancel

Figure 10.3

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

Lookup NSN

Instructions
(M) denotes a mandatory field

1. Enter Required Fields
2. Enter or complete **Start Date** and **End Date**.
 - a. Correct format for date fields is MM/DD/YYYY or use Calendar.
3. Click Search
 - a. Select a Contract Number by clicking the **Select** button.
4. Click **Cancel** to return to previous screen.

Code FOR: NSN

Code:	003162411
Name:	
Search	Cancel

Code	Name	Select
1H1005003162411	PIN,FIRING	<input type="button" value="Select"/>

Figure 10.4

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

Lookup NSN

Instructions
(M) denotes a mandatory field

1. Enter Required Fields
2. Enter or complete **Start Date** and **End Date**.
 - a. Correct format for date fields is MM/DD/YYYY or use Calendar.
3. Click Search
 - a. Select a Contract Number by clicking the **Select** button.
4. Click **Cancel** to return to previous screen.

Code FOR: NSN

Code:	
Name:	FIRING PIN
Search	Cancel

Figure 10.5

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

Lookup NSN

Instructions
(M) denotes a mandatory field

1. Enter Required Fields
2. Enter or complete **Start Date** and **End Date**.
 - a. Correct format for date fields is MM/DD/YYYY or use Calendar.
3. Click Search
 - a. Select a Contract Number by clicking the **Select** button.
4. Click **Cancel** to return to previous screen.

Code FOR: NSN

Code:	<input type="text"/>	
Name: <input type="text" value="FIRING PIN"/>		
<input type="button" value="Search"/>	<input type="button" value="Cancel"/>	

Code	Name	Select
9B1680008678780	ADAPTER,FIRING PIN	<input type="button" value="Select"/>
1005009371397	ANVIL,FIRING PIN	<input type="button" value="Select"/>
1377003286099	BREECH AND FIRING PIN ASS	<input type="button" value="Select"/>
1377001410333	BREECH-FIRING PIN	<input type="button" value="Select"/>
9B1010004036107	BUSHING,FIRING PIN	<input type="button" value="Select"/>
9B5365005299543	BUSHING,FIRING PIN	<input type="button" value="Select"/>
1005005630604	CAM,FIRING PIN	<input type="button" value="Select"/>
9Q5120005025032	CLEANING TOOL,FIRING PIN	<input type="button" value="Select"/>
1010011229555	COVER,FIRING PIN	<input type="button" value="Select"/>
1015001919072	CUP,HUB,FIRING PIN	<input type="button" value="Select"/>
1010009192928	CUSHION,FIRING PIN	<input type="button" value="Select"/>
1420008838108	DETENT AND FIRING PIN ASS	<input type="button" value="Select"/>
1660004583612	DETENT,FIRING PIN	<input type="button" value="Select"/>

Figure 10.6

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

If a user clicks the "Select" button next to the desired NSN, the report page will appear (**Figure 10.7**).

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

Figure 10.7

10.2 Ad Hoc Reports

To access the Ad Hoc Reports, either select the “Ad Hoc Reports” option from the main menu fly-out links (**Figure 10.8**) or click the “Ad Hoc Reports” tab once in the desired Search tool (**Figure 10.9**).

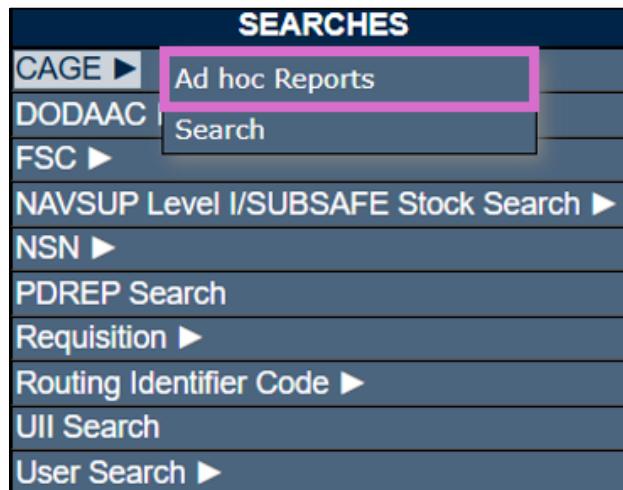


Figure 10.8

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

Figure 10.9

Using the Ad Hoc Reports tool

- Please refer to the Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide for assistance using the Ad Hoc Report Tool.
- The Ad Hoc query generator can be used to generate a variety of reports; on-screen instructions are available as a reminder on how to create the Ad Hoc report. The report page provides a method for users to select specific data elements from that record, and base the query on criteria like a date range or code used in the record to obtain results.
- Users may run the query and adjust by returning to the Ad Hoc Report page after running a query. The results can be downloaded as an Excel spreadsheet when complete.
- The Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide can be located at: <https://www.pdrep.csd.disa.mil/pdrepweb/guides-manuals> (**Figure 10.10**) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (**Figure 10.11**).

Guides and Manuals

PDREP Guides and Manuals

General

- Attaching a file in PDREP October 2025
- Search Tools May 2024
- User Access Request January 2025

PDREP Tools

- Additive Manufacturing (AM) Application May 2025
- ADHOC Search January 2025
- Contract Award & Delivery (CAD) Data Application October 2023
- Contractor Profile May 2020
- DoD Corrective Action Request (CAR) October 2025
- Engineering Referral System (ERS) May 2025
- Material Inspection Records (MIR) January 2025
- Quality Assurance Letter of Instruction (QALI) October 2025
- Receipt Inspection Management System (RIMS) October 2025
- SPPI Bulletin (SB) January 2024
- Supply Action Module (SAM) May 2025
- Supplier Audit and Assessment (SAA) May 2025
- Supply Discrepancy Report (SDR) May 2024
- Survey, Special Quality, & Test Records Applications October 2024

Other Programs

- Exhibit & Shipment Tracking May 2024
- PDREP Prime Contractor January 2025
- Warranty & Source of Repair Tracking January 2024

Product Quality Deficiency Reports (PQDR)

- PQDR Glossary January 2025
- Originator Documents
 - Originator Instructions October 2025
 - Local Purchase Instructions January 2025
- Screening Point Documents
 - Screening Point Instruction January 2025
 - Army Master Screener Instruction January 2025
 - Army Sub Screener Processing January 2025
- Action Point Documents
 - Action Point Instructions January 2025
 - Army Action Officer Instruction January 2025
- Support Point Documents
 - 1227 Instructions January 2025
 - QAR Investigation January 2025
 - DRPM Investigation January 2025

DCMA Tools

- DCMA Corrective Action Request (CAR) October 2025
- DCMA Letter of Delegation (LOD) October 2025
- DCMA Supplier Risk System (SRS) October 2025
- DCMA Surveillance Plan (SP) KTR Details May 2025
- DCMA Surveillance Plan (SP) Records October 2025
- DCMA Surveillance Plan (SP) Scheduler May 2025
- DCMA Surveillance Plan (SP) Data Dictionary October 2025

Figure 10.10

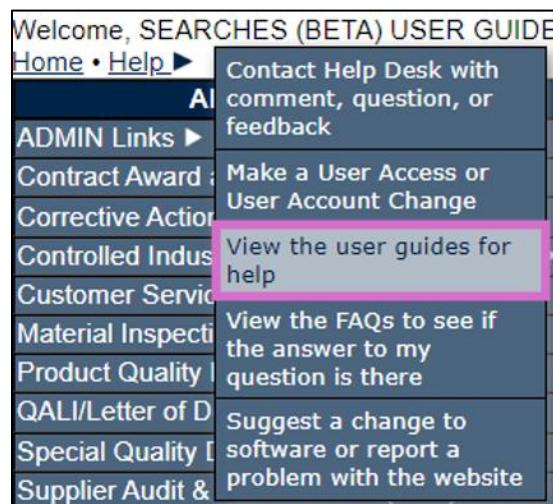


Figure 10.11

11 SUMMARY

This concludes the PDREP Search Tools user guide.

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

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

Contact information for the support desk is provided below.

E-Mail: Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the menu of our PDREP website or via the "Help" menu within the PDREP-AIS Application.