



## 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.

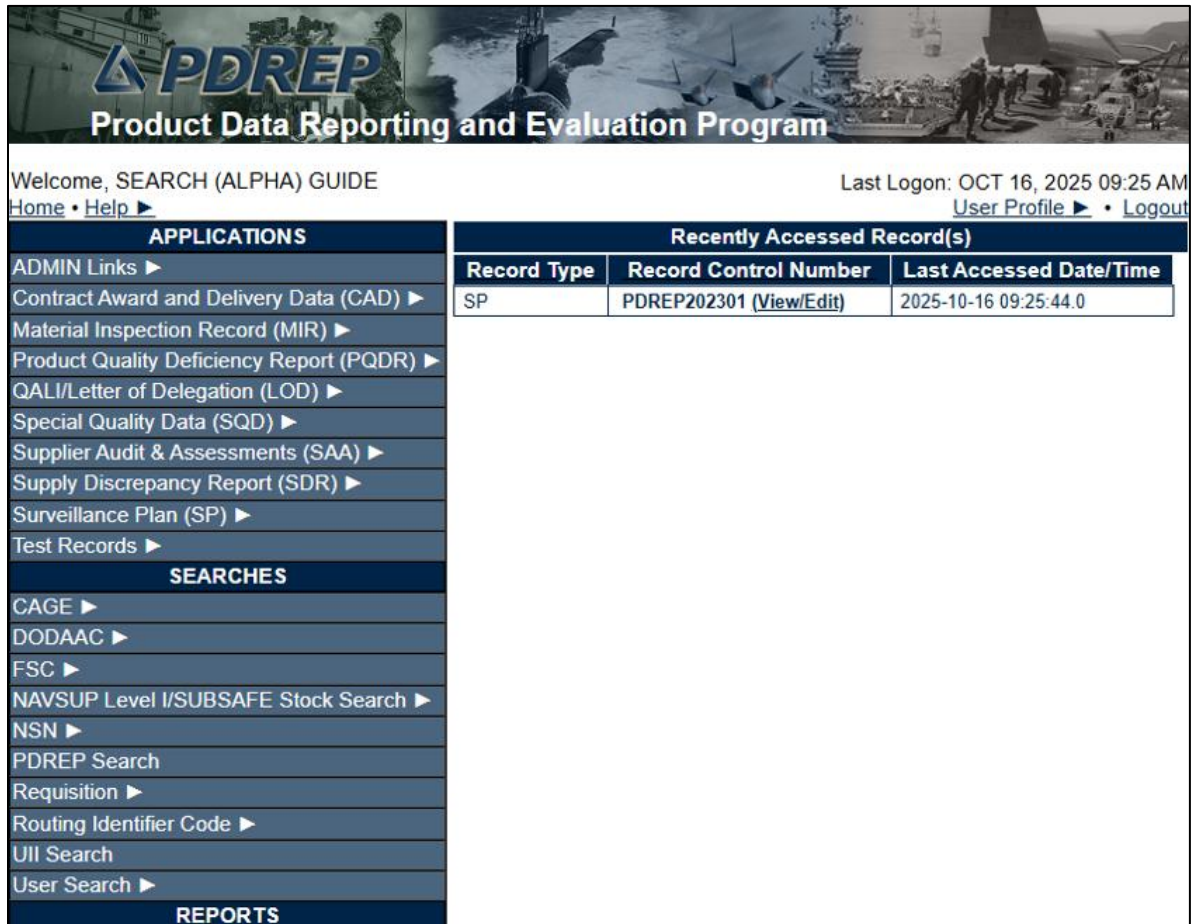
**Guides and Manuals** – This area of the PDREP website (under References) houses the PDREP-AIS’ technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy 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.



The screenshot displays the PDREP Home page. At the top, there is a banner with the PDREP logo and the text "Product Data Reporting and Evaluation Program". Below the banner, the user is welcomed as "SEARCH (ALPHA) GUIDE". The page includes navigation links for "Home" and "Help", and a "Last Logon" timestamp of "OCT 16, 2025 09:25 AM". There are also links for "User Profile" and "Logout".

The main menu is divided into three sections: APPLICATIONS, SEARCHES, and REPORTS. The APPLICATIONS section lists various links with right-pointing triangles, including 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), and Test Records. The SEARCHES section lists CAGE, DODAAC, FSC, NAVSUP Level I/SUBSAFE Stock Search, NSN, PDREP Search, Requisition, Routing Identifier Code, UII Search, and User Search. The REPORTS section is currently empty.

On the right side of the page, there is a table titled "Recently Accessed Record(s)". The table has three columns: Record Type, Record Control Number, and Last Accessed Date/Time. The first row shows a record of type "SP" with control number "PDREP202301" and a date/time of "2025-10-16 09:25:44.0". A link labeled "(View/Edit)" is present next to the control number.

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**).

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

**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**).

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

**Figure 1.3**

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help ▶		User Profile: <a href="#">SEARCH (ALPHA) GUIDE ▶</a> • <a href="#">Logout</a>
<b>APPLICATIONS</b>	<a href="#">CAGE Search</a>	<a href="#">CAGE Ad Hoc Reports</a>
ADMIN Links ▶	<b>VIEW Record(s)</b>	
Contract Award and Delivery Data (CAD) ▶	<b>Instructions</b> (M) denotes a mandatory field 1. Enter required fields 2. Click <b>View Record</b>	
Material Inspection Record (MIR) ▶	<b>PDREP - CAGE CODE</b>	
Product Quality Deficiency Report (PQDR) ▶	(M) CAGE Code: <input type="text"/> <input type="button" value="CAGE Lookup"/> <input type="button" value="View Record"/>	
QALI/Letter of Delegation (LOD) ▶		
Special Quality Data (SQD) ▶		
Supplier Audit & Assessments (SAA) ▶		
Supply Discrepancy Report (SDR) ▶		
Surveillance Plan (SP) ▶		
Test Records ▶		
<b>SEARCHES</b>		
CAGE ▶		
DODAAC ▶		
FSC ▶		
NAVSUP Level II/SUBSAFE Stock Search ▶		
NSN ▶		
PDREP Search		
Requisition ▶		
Routing Identifier Code ▶		
UII Search		
User Search ▶		

**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 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. On the left is a navigation menu with 'APPLICATIONS' and 'ADMIN Links'. The main area is titled 'VIEW Record(s)' and contains instructions: '(M) denotes a mandatory field', '1. Enter required fields', and '2. Click View Record'. Below this is a section 'PDREP - CAGE CODE' with a form field for '(M) CAGE Code:' containing the text 'PDREP'. To the right of the field is a 'CAGE Lookup' button. Below the field is a 'View Record' button. The top of the page shows the user profile as 'SEARCH (ALPHA) GUIDE' and a 'Logout' link.

Figure 2.1

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

This screenshot is identical to Figure 2.1, but the 'CAGE Code' input field, which contains the text 'PDREP', is highlighted with a pink rectangular border to indicate where the user should enter the code.

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: <a href="#">SEARCH (ALPHA)</a> <a href="#">USER GUIDE</a> ▶ • <a href="#">Logout</a>
<div>Print Back</div>	
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)	
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter required fields 2. Click <b>View Record</b>	
<ul style="list-style-type: none"> <li>• CAGE Code is invalid</li> </ul>	
PDREP - CAGE CODE	
<b>(M) CAGE Code:</b>	<input type="text" value="12256"/>
	<div>CAGE Lookup</div> <div>View Record</div>

Figure 2.4

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

VIEW Record(s)

Instructions

(M) denotes a mandatory field

1. Enter required fields

2. Click View Record

CAGE Code must be 5 characters

PDREP - CAGE CODE

(M) CAGE Code:

PDREPP

CAGE Lookup

View Record

Figure 2.5

### 3 Department of Defense Activity Address Code (DoDAAC)

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

#### 3.1 DoDAAC Search

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

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

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

**APPLICATIONS**

- 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) ►
- QAL/Letter of Delegation (LOD) ►

**DODAAC Search** [DODAAC Ad Hoc Reports](#)

**VIEW Record(s)**

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

**PDREP - DODAAC**

(M) DODAAC:

**Figure 3.1**

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

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

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

**APPLICATIONS**

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

**DODAAC Search** [DODAAC Ad Hoc Reports](#)

**VIEW Record(s)**

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

**PDREP - DODAAC**

(M) DODAAC:

**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: <a href="#">SEARCH (ALPHA) USER GUIDE</a> ► • <a href="#">Logout</a>
<div> <div>Print</div> <div>Back</div> </div>	
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:	NAVSEALOGCEN 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 LOGISTIS 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)	
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter required fields 2. Click <b>View Record</b>	
<ul style="list-style-type: none"> <li>• DODAAC is invalid</li> </ul>	
PDREP - DODAAC	
<b>(M) DODAAC:</b>	<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)	
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter required fields 2. Click <b>View Record</b>	
<ul style="list-style-type: none"> <li>• DODAAC must be 6 characters</li> </ul>	
PDREP - DODAAC	
<b>(M) DODAAC:</b>	<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**).

The screenshot shows the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. On the left is a sidebar with 'APPLICATIONS' and 'ADMIN Links'. The main content area is titled 'VIEW Record(s)' and includes instructions: '(M) denotes a mandatory field', '1. Enter required fields', and '2. Click View Record'. Below this is a section labeled 'PDREP - FSC' with a form containing the label '(M) FSC:', an input field, and buttons for 'FSC Lookup' and 'View Record'.

**Figure 4.1**

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

This screenshot is identical to Figure 4.1, but the input field for '(M) FSC:' now contains the value '4820', which is highlighted with a pink rectangular box.

**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: <a href="#">SEARCH (ALPHA) USER GUIDE</a> ▶ • <a href="#">Logout</a>
<div>Print Back</div>	
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)	
<b>Instructions</b> (M) denotes a mandatory field 1. Enter required fields 2. Click <b>View Record</b>	
<ul style="list-style-type: none"> <li>• FSC is invalid</li> </ul>	
PDREP - FSC	
(M) FSC:	<input type="text" value="1111"/> <div>FSC Lookup</div> <div>View Record</div>

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)	
<b>Instructions</b> (M) denotes a mandatory field 1. Enter required fields 2. Click <b>View Record</b>	
<ul style="list-style-type: none"><li>FSC must be 4 digits</li></ul>	
PDREP - FSC	
(M) FSC:	<div><input type="text" value="1"/></div> <div>FSC Lookup</div> <div>View Record</div>

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](#)

ADMIN Links ▶

Contract Award and Delivery Data (CAD) ▶

Corrective Action Request (CAR) ▶

Controlled Industrial Material (CIM) Search ▶

Customer Service Request (CSR) ▶

Engineering Referral System (ERS) ▶

Material Inspection Record (MIR) ▶

Product Quality Deficiency Report (PQDR)▶

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

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

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

NSN:

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](#)

ADMIN Links ▶

Contract Award and Delivery Data (CAD) ▶

Corrective Action Request (CAR) ▶

Controlled Industrial Material (CIM) Search ▶

Customer Service Request (CSR) ▶

Engineering Referral System (ERS) ▶

Material Inspection Record (MIR) ▶

Product Quality Deficiency Report (PQDR)▶

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

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

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

NSN:

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)**

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

**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 ►

NSN Search  
NSN Ad Hoc Reports

**NSN Search**  
  
**Instructions**  
1. To search existing records, enter a minimum of 4 characters in **NSN** and click **Search**  
2. To view a specific record, enter **NSN** in **NSN** and click **Search**  
  
**NSN:** 0316

Total number of rows: 2515

NSN	COG	SMIC	Material Description
<a href="#">1005 003162411</a>	1H		PIN,FIRING
<a href="#">1005 006900316</a>			DEPRESSOR,CARTRIDGE
<a href="#">1010 003403169</a>			GUIDE,AMMUNITION CH
<a href="#">1015 002100316</a>	9B		GUIDE,PACKING
<a href="#">1015 003160251</a>			RECOIL MECHANISM,105 MILL
<a href="#">1025 003570316</a>			LUG,HOUSING
<a href="#">1030 003803168</a>	9C		GLAND,PACKING
<a href="#">1095 002110316</a>			FAIRING,BOMB RACK
<a href="#">1095 003165337</a>			PLATE,SWAY BRACE BEARING,
<a href="#">1210 001310316</a>	9B		CYLINDER
<a href="#">1220 003160257</a>			KNOB ASSY ELEVATION
<a href="#">1220 003160261</a>			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)**  
Home • Help ► User Profile: [SEARCH \(ALPHA\) GUIDE](#) ► • Logout

**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 ►

NSN Search  
NSN Ad Hoc Reports

**NSN Search**  
  
**Instructions**  
1. To search existing records, enter a minimum of 4 characters in **NSN** and click **Search**  
2. To view a specific record, enter **NSN** in **NSN** and click **Search**  
  
**NSN:** 0316

Total number of rows: 2515

NSN	COG	SMIC	Material Description
<a href="#">1005 003162411</a>	1H		PIN,FIRING
<a href="#">1005 006900316</a>			DEPRESSOR,CARTRIDGE
<a href="#">1010 003403169</a>			GUIDE,AMMUNITION CH
<a href="#">1015 002100316</a>	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: NO  
Controlled Industrial Material: -  
Product Design Activity: -

Figure 5.4

Associated Button Functionality for **Figure 5.4**

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

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

NSN Search

NSN Ad Hoc Reports

NSN Search

Instructions

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

NSN:

12345678910111211

NSN Lookup

Search

• No data found

Figure 5.5

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

VIEW Record(s)

Instructions

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

• FSC must be 4 digits

PDREP - FSC

(M) FSC:

1

FSC Lookup

View Record

Figure 5.6

## 6 PDREP Search

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

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



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

Figure 6.1

## 6.1 PDREP Search

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help

User Profile: SEARCH (ALPHA) GUIDE • Logout

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: 10/16/2024

(M) End Date: 10/16/2025

(M) Search By: CAGE CODE

(M) Search For: Code Lookup

Output

☒ PDREP ☐ DLA-QNR

Select ALL Deselect ALL

☐ BULLETINS

☐ CONTRACT AWARD AND DELIVERY DATA

☐ CORRECTIVE ACTION REQUEST

☐ GIDEP ALERTS

☐ MATERIAL INSPECTION RECORDS

☐ PRODUCT QUALITY DEFICIENCY REPORTS

☐ REQUISITION

☐ SPECIAL QUALITY DATA

☐ SUPPLIER AUDIT AND ASSESSMENTS

☐ SUPPLY DISCREPANCY REPORT

☐ SURVEYS

☐ TEST REPORTS

☐ WARRANTY TRACKING

Search

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).

The figure displays two side-by-side search forms, each with a title: “PDREP” selected and “DLA-QNR” selected.

**Left Form (“PDREP” selected):**

- Date Range:** (M) Start Date: 02/09/2023, (M) End Date: 02/09/2024.
- (M) Search By:** CAGE CODE (dropdown menu).
- (M) Search For:** (text input field).
- Code Lookup:** (button).
- Output:** ☒ PDREP, ☐ DLA-QNR.
- Select ALL / Deselect ALL:** (buttons).
- List of items (all unchecked):**
  - BULLETINS
  - CONTRACT AWARD AND DELIVERY DATA
  - CORRECTIVE ACTION REQUEST
  - GIDEP ALERTS
  - MATERIAL INSPECTION RECORDS
  - PRODUCT QUALITY DEFICIENCY REPORTS
  - REQUISITION
  - SPECIAL QUALITY DATA
  - SUPPLIER AUDIT AND ASSESSMENTS
  - SUPPLY DISCREPANCY REPORT
  - SURVEYS
  - TEST REPORTS
  - WARRANTY TRACKING
- Search:** (button).

**Right Form (“DLA-QNR” selected):**

- Date Range:** (M) Start Date: 02/09/2023, (M) End Date: 02/09/2024.
- (M) Search By:** CAGE CODE (dropdown menu).
- (M) Search For:** (text input field).
- Code Lookup:** (button).
- Output:** ☐ PDREP, ☒ DLA-QNR.
- Select ALL / Deselect ALL:** (buttons).
- List of items (all unchecked):**
  - DLA QUALITY NOTIFICATION DATA (EBS)
  - DLA TECHNICAL DATA CODE (EBS)
  - DLA TERMINATION CODE (EBS)
  - DLA WEAPONS SYSTEMS DATA CODE (EBS)
- Search:** (button).

**Figure 6.3**

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

Date Range  
 (M) Start Date: 02/09/2023  
 (M) End Date: 02/09/2024  
 (M) Search By: CAGE CODE  
 (M) Search For: CAGE CODE Code Lookup  
 Output:
 

- CONTRACT NUMBER
- DODAAC
- FSC
- NIIN
- NSN
- STATE (NCIS Report)
- ☐ 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

Select ALL  
Search

**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 Code Lookup  
 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 Code Lookup

Output ☒ PDREP ☐ DLA-QNR

Select ALL Deselect ALL

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

Search

**Figure 6.6 (Individually selecting options)**

Date Range  
 (M) Start Date: 02/09/2023  
 (M) End Date: 02/09/2024  
 (M) Search By: CAGE CODE  
 (M) Search For: PDREP Code Lookup

Output ☒ PDREP ☐ DLA-QNR

Select ALL Deselect ALL

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

Search

**Figure 6.7 (clicking “Select ALL” button)**



Date Range  
(M) Start Date: 02/09/2023  
(M) End Date: 02/09/2024  
(M) Search By: CAGE CODE  
(M) Search For: PDREP Code Lookup  
Output ☒ PDREP ☐ DLA-QNR  
Select ALL Deselect ALL  
☐ BULLETINS  
☐ CONTRACT AWARD AND DELIVERY DATA  
☐ CORRECTIVE ACTION REQUEST  
☐ GIDEP ALERTS  
☐ MATERIAL INSPECTION RECORDS  
☐ PRODUCT QUALITY DEFICIENCY REPORTS  
☐ REQUISITION  
☐ SPECIAL QUALITY DATA  
☐ SUPPLIER AUDIT AND ASSESSMENTS  
☐ SUPPLY DISCREPANCY REPORT  
☐ SURVEYS  
☐ TEST REPORTS  
☐ WARRANTY TRACKING  
Search

**Figure 6.8 (clicking “Deselect ALL” button)**

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

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

Date Range

(M) Start Date: 02/09/2023

(M) End Date: 02/09/2024

(M) Search By: CAGE CODE

(M) Search For: PDREP

Code Lookup

Output

☒ PDREP ☐ DLA-QNR

Select ALL

Deselect ALL

☐ BULLETINS

☐ CONTRACT AWARD AND DELIVERY DATA

☐ CORRECTIVE ACTION REQUEST

☐ GIDEP ALERTS

☐ MATERIAL INSPECTION RECORDS

☐ PRODUCT QUALITY DEFICIENCY REPORTS

☐ REQUISITION

☐ SPECIAL QUALITY DATA

☐ SUPPLIER AUDIT AND ASSESSMENTS

☐ SUPPLY DISCREPANCY REPORT

☐ SURVEYS

☐ TEST REPORTS

☐ WARRANTY TRACKING

Search

**Figure 6.9**

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

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

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

**Search Result - CAGE CODE**

[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.

<b>CAGE CODE:</b> PDREP	<b>REPLACE CODE(if any):</b>
<b>COMPANY NAME:</b> PDREP CO	
<b>CITY:</b> PORTSMOUTH	<b>STATE/ZIP:</b> NH 03804
<b>STATUS:</b>	

**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
<u>2</u>	TEST REPORTS
0	WARRANTY TRACKING

**Figure 6.10**

#### Associated Button Functionality for **Figure 6.10**

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

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ►	User Profile: <a href="#">SEARCH (ALPHA) USER GUIDE</a> ► • <a href="#">Logout</a>
Search Result - CAGE CODE	
<input type="button" value="Print"/> <input type="button" value="Back"/>	
<b>Instructions</b> 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 <b>Back</b> to modify the search qualifiers.	
<b>CAGE CODE:</b> PDREP <b>COMPANY NAME:</b> PDREP CO <b>CITY:</b> PORTSMOUTH <b>STATUS:</b>	<b>REPLACE CODE(if any):</b>  <b>STATE/ZIP:</b> NH 03804
<b>Report Period 02/09/2023 to 02/09/2024</b> <b>Run 02/09/2024</b>	
DLA QNR Records	
Records	
0	<a href="#">DLA QUALITY NOTIFICATION DATA (EBS)</a>
0	<a href="#">DLA TECHNICAL DATA CODE (EBS)</a>
0	<a href="#">DLA TERMINATION CODE (EBS)</a>
0	<a href="#">DLA WEAPON SYSTEM DATA CODE (EBS)</a>

Figure 6.11

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)				
Home • Help ►		User Profile: <a href="#">SEARCH (ALPHA) USER GUIDE</a> ► • <a href="#">Logout</a>		
Search Detail				
<input type="button" value="Print"/> <input type="button" value="Back"/>				
<b>Instructions</b> 1. Click the link to view the record details. 2. Click <b>Back</b> to select other record type.				
Search Detail - CAGE CODE				
<b>CAGE CODE:</b> PDREP		<b>REPLACE CODE(if any):</b>		
<b>COMPANY NAME:</b> PDREP CO				
<b>CITY:</b> PORTSMOUTH		<b>STATE/ZIP:</b> NH 03804		
<b>STATUS:</b>				
Lines Items for CORRECTIVE ACTION REQUEST				
LEVEL	CAR#	CAGE CODE	CONTRACT NUMBER	ADDED DATE
<a href="#">LEVEL I</a>	PDREP20246D	PDREP		01/05/2024
<a href="#">LEVEL I</a>	PDREP20245D	PDREP		01/04/2024
<a href="#">LEVEL I</a>	PDREP20243D	PDREP		01/04/2024
<a href="#">LEVEL I</a>	PDREP20242D	PDREP		01/04/2024
<a href="#">LEVEL I</a>	PDREP20241D	PDREP		01/04/2024
<a href="#">LEVEL II</a>	PDREP202399D	PDREP		12/14/2023
<a href="#">LEVEL I</a>	PDREP202397P	PDREP		12/06/2023
<a href="#">LEVEL II</a>	PDREP202396P	PDREP		12/05/2023
<a href="#">LEVEL II</a>	PDREP202393O	PDREP		11/02/2023
<a href="#">LEVEL I</a>	PDREP202392D	PDREP		10/06/2023
<a href="#">LEVEL I</a>	PDREP202382P	PDREP		10/05/2023
<a href="#">LEVEL II</a>	PDREP202380P	PDREP		09/29/2023
<a href="#">LEVEL II</a>	PDREP202379P	PDREP		09/29/2023
<a href="#">LEVEL I</a>	PDREP202378P	PDREP		09/29/2023

Figure 6.12

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶

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

Print

Back

Corrective Action Request - View

CAR Number: PDREP-2024-0006D

Reporting Activity: S3620A

CAR Issue Date:

CAR Level: 1

Contract Information

CAGE Code: PDREP

Name: PDREP CO

Email: POCEMAIL@MAIL.MIL

Phone:

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	<a href="#">PDREP-2024-0006D_Sub-Loc-Notification.pdf</a>	
PDREP20240006D	<a href="#">PDREP-2024-0006D.pdf</a>	

Figure 6.13

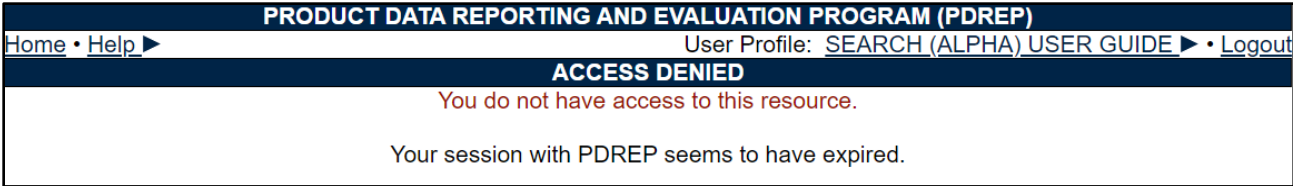
**Note:** Functionality may differ slightly depending on the list type selected on the “Search Result” screen.

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

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)

QAL/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: N0016771517845

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							
<b>Requisition Search</b>								
<p><b>Instructions</b></p> <p>1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b>.  2. To view a specific record, enter Requisition Number in <b>Requisition</b> and click <b>Search</b>.</p>								
<p><b>Requisition Number:</b> <input type="text" value="N0016771517845"/></p> <p><b>NIIN:</b> <input type="text"/></p> <p><input type="button" value="Search"/></p>								
<table border="1"> <thead> <tr> <th>Requisition Number</th> <th>NSN</th> <th>Raday Received Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">N0016771517845</a></td> <td></td> <td>08/06/2007</td> </tr> </tbody> </table>			Requisition Number	NSN	Raday Received Date	<a href="#">N0016771517845</a>		08/06/2007
Requisition Number	NSN	Raday Received Date						
<a href="#">N0016771517845</a>		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	
<b>Requisition Search</b>		
<p><b>Instructions</b></p> <p>1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b>.  2. To view a specific record, enter Requisition Number in <b>Requisition</b> and click <b>Search</b>.</p>		
<p><b>Requisition Number:</b> <input type="text"/></p> <p><b>NIIN:</b> <input type="text" value="006021230"/></p> <p><input type="button" value="Search"/></p>		

**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																
<b>Requisition Search</b>																	
<p><b>Instructions</b></p> <p>1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b>.  2. To view a specific record, enter Requisition Number in <b>Requisition</b> and click <b>Search</b>.</p>																	
<p><b>Requisition Number:</b> <input type="text"/></p> <p><b>NIIN:</b> <input type="text" value="006021230"/></p> <p><input type="button" value="Search"/></p>																	
<table border="1"> <thead> <tr> <th>Requisition Number</th> <th>NSN</th> <th>Raday Received Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">N0020772191597 R</a></td> <td>9B5325006021230</td> <td>08/07/2007</td> </tr> <tr> <td><a href="#">N6008772200741 R</a></td> <td>9B5325006021230</td> <td>08/08/2007</td> </tr> <tr> <td><a href="#">N682127198DC74 R</a></td> <td>9B5325006021230</td> <td>08/01/2007</td> </tr> <tr> <td><a href="#">N682127214GT54 R</a></td> <td>9B5325006021230</td> <td>08/06/2007</td> </tr> </tbody> </table>			Requisition Number	NSN	Raday Received Date	<a href="#">N0020772191597 R</a>	9B5325006021230	08/07/2007	<a href="#">N6008772200741 R</a>	9B5325006021230	08/08/2007	<a href="#">N682127198DC74 R</a>	9B5325006021230	08/01/2007	<a href="#">N682127214GT54 R</a>	9B5325006021230	08/06/2007
Requisition Number	NSN	Raday Received Date															
<a href="#">N0020772191597 R</a>	9B5325006021230	08/07/2007															
<a href="#">N6008772200741 R</a>	9B5325006021230	08/08/2007															
<a href="#">N682127198DC74 R</a>	9B5325006021230	08/01/2007															
<a href="#">N682127214GT54 R</a>	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

Print Back

**PDREP - REQUISITION**

Requisition Number: N0020772191597      Suffix: R  
Raday Received Date: 08/07/2007  
Status:  
Shipper RIC:  
Supplier Address:  
NSN (COG-FSC-NIIN-SMIC): 9B-5325-006021230  
Nomenclature: RECEPTACLE,TURNLOCK FASTENER  
Quantity Shipped:  
Unit of Issue: EA  
Unit Cost:  
To RIC: NBZ  
From RIC:  
Ship Date:  
Transportation Number:  
Inventory Control Point:  
Priority Code: 13  
Media Status: S  
Signal Code: A  
Funding Code: KZ  
Advice Code:  
Project Code: 770

**Figure 7.6**

#### Associated Button Functionality for **Figure 7.6**

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

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

## 8 Routing Identifier Code (RIC)

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

### 8.1 Routing Identifier Code Search

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

The screenshot shows the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, there's a navigation bar with 'Home • Help' and 'User Profile: SEARCH (ALPHA) USER GUIDE • Logout'. Below this is a sidebar menu titled 'APPLICATIONS' with various options like 'ADMIN Links', 'Contract Award and Delivery Data (CAD)', 'Controlled Industrial Material (CIM) Search', 'Customer Service Request (CSR)', 'Engineering Referral System (ERS)', 'Material Inspection Record (MIR)', 'Product Quality Deficiency Report (PQDR)', 'QALI/Letter of Delegation (LOD)', and 'Receipt Inspection Management System (RIMS)'. The main content area is titled 'Routing Identifier Code Search' and contains 'Instructions' for searching existing records or viewing specific records. It features two text input fields: 'RIC:' and 'Activity Name:', followed by 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**.

This is a close-up of the 'Routing Identifier Code Search' form. It shows the 'Instructions' section and the two input fields. The 'RIC:' field now contains the text 'Q7Z'. The 'Activity Name:' field is empty. The 'Search' button remains at the bottom.

Figure 8.2

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

<a href="#">Routing Identifier Code Search</a>	<a href="#">Routing Identifier Code Ad Hoc Reports</a>
Routing Identifier Code Search	
<b>Instructions</b> 1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> . 2. To view a specific record, enter <b>Routing Identifier Code</b> in <b>RIC</b> and click <b>Search</b>	
RIC:	<input type="text" value="Q7Z"/>
Activity Name:	<input type="text"/>
<input type="button" value="Search"/>	
Total number of rows: 1	
RIC	DODAAC
<a href="#">Q7Z</a>	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).

<a href="#">Routing Identifier Code Search</a>	<a href="#">Routing Identifier Code Ad Hoc Reports</a>
Routing Identifier Code Search	
<b>Instructions</b> 1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> . 2. To view a specific record, enter <b>Routing Identifier Code</b> in <b>RIC</b> and click <b>Search</b>	
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	
<b>Routing Identifier Code Search</b>			
<b>Instructions</b> 1. To search existing records, enter <b>Parameter(s)</b> and click <b>Search</b> . 2. To view a specific record, enter <b>Routing Identifier Code</b> in <b>RIC</b> and click <b>Search</b>			
<b>RIC:</b>		<input type="text"/>	
<b>Activity Name:</b>		<input type="text" value="NAVSEA"/>	
		<input type="button" value="Search"/>	
Total number of rows: 10			
RIC	DODAAC	Activity Name	
<a href="#">NAW</a>		NAVSEA STAGING FACILITY	
<a href="#">NSU</a>		NAVSEA EAST COAST STAGING FACILITY	
<a href="#">NSV</a>		NAVSEA STAGING FACILITY PACIFIC	
<a href="#">NVL</a>		NAVSEA STAGING FACILITY PACIFIC	
<a href="#">NYA</a>		NAVSEA STAGING FACILITY ATLANTIC	
<a href="#">Q7Z</a>	N45112	NAVSEADET NAVAL MATERIAL QUALITY	
<a href="#">R7A</a>		NAVSEA SMMSO PMS 390	
<a href="#">Y4E</a>		NAVSEA CBRD TAVMS IMAGES	
<a href="#">YRY</a>	N39029	NAVSEATECHREP AEGIS	
<a href="#">YVY</a>	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: <a href="#">SEARCH (ALPHA) USER GUIDE</a> ► • <a href="#">Logout</a>
<input type="button" value="Print"/> <input type="button" value="Back"/>	
PDREP - ROUTING IDENTIFIER CODE	
<b>Routing Identifier Code:</b>	Q7Z
<b>DODAAC:</b>	N45112
<b>Activity Name1:</b>	NAVSEADET NAVAL MATERIAL QUALITY
<b>Activity Name2:</b>	ASSESSMENT OFFICE FEDERAL BUILDING
<b>PO Box Number:</b>	
<b>Street Address1:</b>	
<b>Street Address2:</b>	
<b>City:</b>	PORTSMOUTH
<b>State:</b>	NH
<b>Zip Code:</b>	03801-3884
<b>Telephone Number:</b>	
<b>DSN Number:</b>	
<b>Fax Number:</b>	
<b>POC Name:</b>	
<b>Email Address:</b>	

**Figure 8.6**

#### Associated Button Functionality for **Figure 8.6**

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

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

# 9     USER SEARCH

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

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

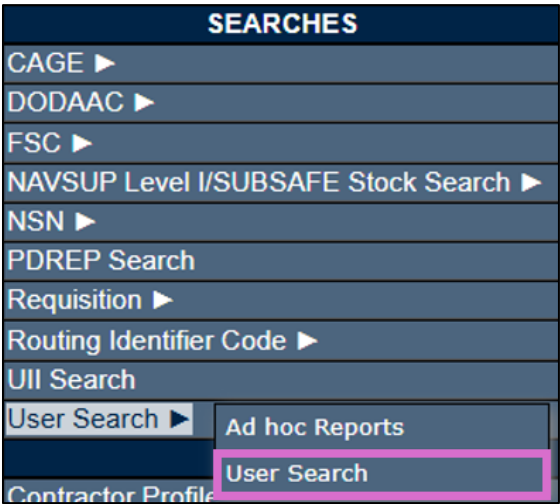


Figure 9.1

## 9.1    User Search

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

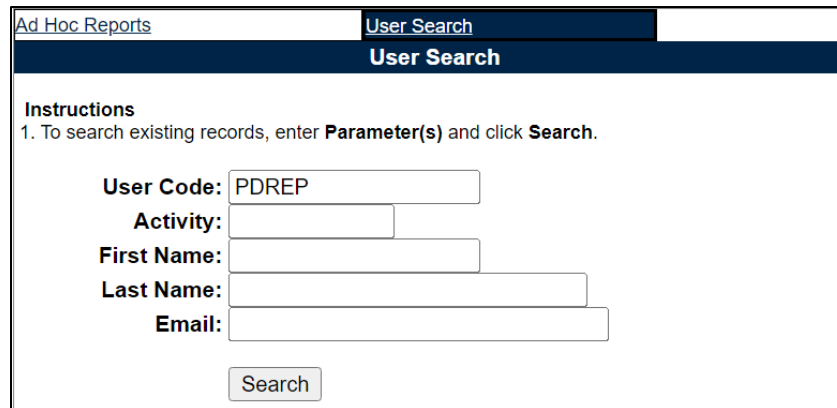
A screenshot of the "User Search" screen. At the top, there is a navigation bar with two tabs: "Ad Hoc Reports" and "User Search". The "User Search" tab is selected and highlighted. Below the navigation bar, the page title "User Search" is displayed. Underneath the title, there is a section titled "Instructions" with 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:", "Activity:", "First Name:", "Last Name:", and "Email:". Each label is followed by a text input box. At the bottom of the form, there is a "Search" button.

Figure 9.2

## Associated Data Fields for **Figure 9.2**

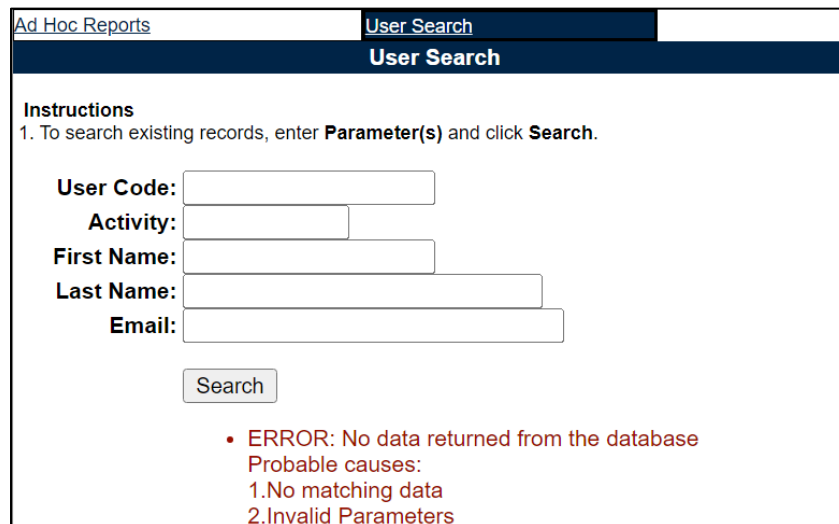
- **User Code:** User ID of the individual being searched.
- **Activity:** Activity of the individual being searched.
- **First Name:** First name of the individual being searched.
- **Last Name:** Last name of the individual being searched.
- **Email:** Email of the individual being searched.

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



The screenshot shows a web interface with a top navigation bar containing 'Ad Hoc Reports' and 'User Search'. Below this is a header 'User Search'. The main content area has an 'Instructions' section with the text: '1. To search existing records, enter **Parameter(s)** and click **Search**.' Below the instructions are five input fields: 'User Code:' (containing 'PDREP'), 'Activity:', 'First Name:', 'Last Name:', and 'Email:'. A 'Search' button is located at the bottom of the form.

**Figure 9.3**



The screenshot shows the same 'User Search' form as in Figure 9.3, but with all input fields empty. Below the 'Search' button, an error message is displayed in red text: '• 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: PDREP

Activity:

First Name:

Last Name:

Email:

Search

Total number of rows: 1

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

User Code	First Name	Last Name	Activity	Email	User Status
PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED

Figure 9.5

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

Total number of rows: 1

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

User Code	First Name	Last Name	Activity	Email	User Status
PDREP	P (ALPHA)	DREP	N45112	TESTEMAIL@NAVY.MIL	DEACTIVATED

Figure 9.6

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

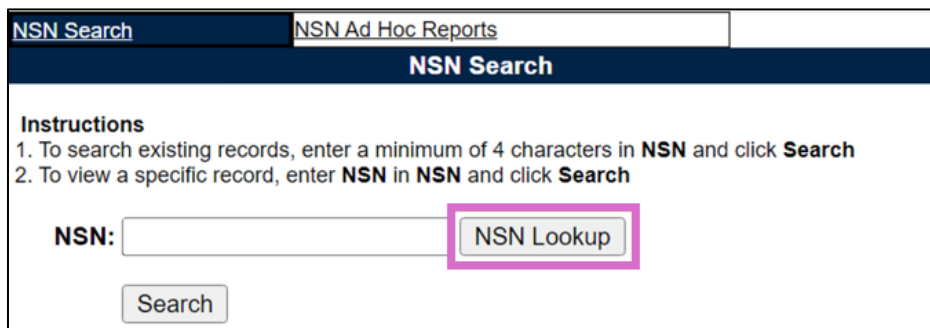


## 10 ADDITIONAL FUNCTIONALITY

### 10.1 Lookup Button

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

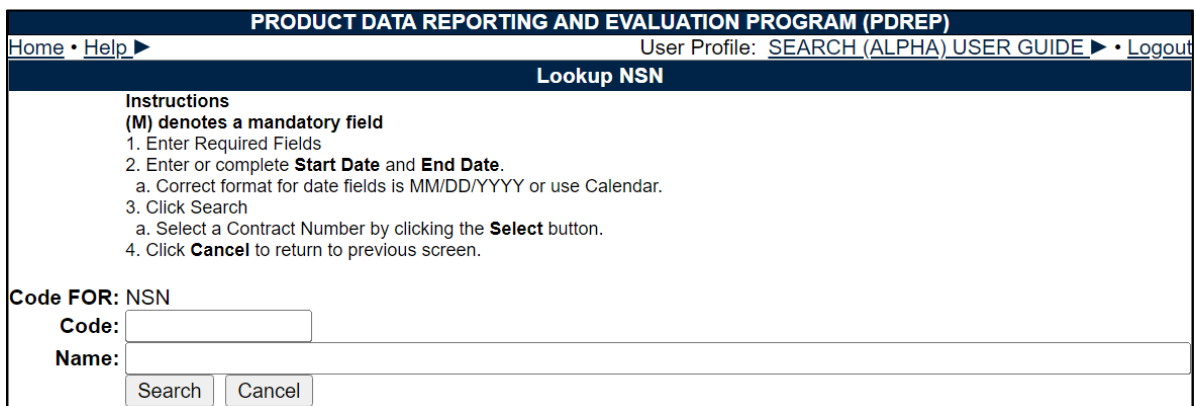
An example of the “Lookup” button within the NSN Search module can be found within **Figure 10.1**.



The screenshot shows a web interface for "NSN Search". At the top, there are two tabs: "NSN Search" (active) and "NSN Ad Hoc Reports". Below the tabs is a dark blue header with the text "NSN Search". Underneath, there are "Instructions" for searching records. A text input field labeled "NSN:" is followed by a button labeled "NSN Lookup", which is highlighted with a pink rectangular box. Below the input field is a "Search" button.

**Figure 10.1**

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



The screenshot shows the "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)" interface. At the top, there is a navigation bar with "Home • Help" and a user profile section showing "SEARCH (ALPHA) USER GUIDE" and a "Logout" link. Below this is a dark blue header with the text "Lookup NSN". Underneath, there are "Instructions" for the lookup process. Below the instructions, there is a section labeled "Code FOR: NSN" with two input fields: "Code:" and "Name:". Below these fields are "Search" and "Cancel" buttons.

**Figure 10.2**

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

Lookup NSN	
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter Required Fields 2. Enter or complete <b>Start Date</b> and <b>End Date</b> . a. Correct format for date fields is MM/DD/YYYY or use Calendar. 3. Click Search a. Select a Contract Number by clicking the <b>Select</b> button. 4. Click <b>Cancel</b> to return to previous screen.	
Code FOR: NSN	
Code:	003162411
Name:	
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>

Figure 10.3

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

Lookup NSN		
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter Required Fields 2. Enter or complete <b>Start Date</b> and <b>End Date</b> . a. Correct format for date fields is MM/DD/YYYY or use Calendar. 3. Click Search a. Select a Contract Number by clicking the <b>Select</b> button. 4. Click <b>Cancel</b> to return to previous screen.		
Code FOR: NSN		
Code:	003162411	
Name:		
	<input type="button" value="Search"/> <input type="button" value="Cancel"/>	
Code	Name	Select
1H1005003162411	PIN,FIRING	<input type="button" value="Select"/>

Figure 10.4

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

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

Figure 10.5

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

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

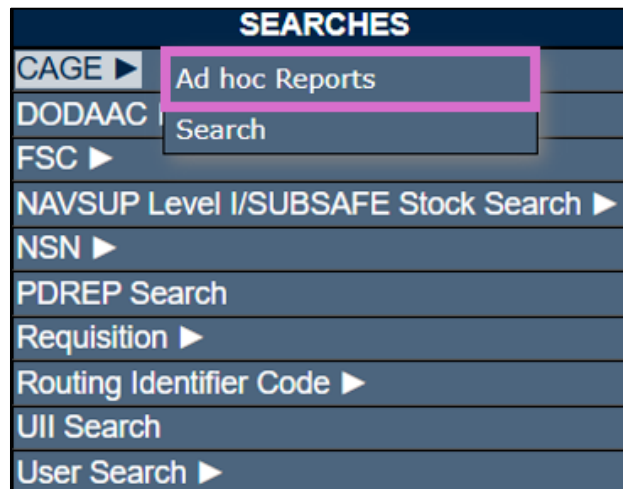
If a user clicks the "Select" button next to the desired NSN, the report page will appear (**Figure 10.7**).

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

**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
<b>VIEW Record(s)</b>	
<b>Instructions</b> <b>(M) denotes a mandatory field</b> 1. Enter required fields 2. Click <b>View Record</b>	
<b>PDREP - CAGE CODE</b>	
<b>(M) CAGE Code:</b> <input type="text"/>	<input type="button" value="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*
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### Product Quality Deficiency Reports (PQDR)

- [PQDR Glossary](#) *January 2025*
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  - [Originator Instructions](#) *October 2025*
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- [Screening Point Documents](#)
  - [Screening Point Instruction](#) *January 2025*
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  - [Army Sub Screener Processing](#) *January 2025*
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  - [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.