Supply Action Module (SAM)

User Guide
10 October 2023

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FOREWARD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS). It is intended to assist users with the SAM module functionality and usage. This user guide does not cover specific policy or procedures, and it is designed to work in compliance with relevant processes and procedures. 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 <u>NOT</u> real data and it is <u>NOT</u> to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

NOTE: *As of January 26th 2019, the Stand-Alone RIDL functionality has been permanently disabled. As of September 15th 2018, all SA RIDLs were migrated to the Supply Action module within the PDREP ecosystem. For further information about this, see both CNMM Volume II Chapter 5 and the SAM User Guide found here, as well as your local PDREP Coordinators and Process Owners.*

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Supply Action Module (SAM).
The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page:
https://www.pdrep.csd.disa.mil/

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 completely 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

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

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

NSLC Portsmouth Help Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535 / DSN 684-6535

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
In order 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 & 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, video-conferencing, 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 ACCESS LEVELS

Access to the functionality of SAM is determined by the User's Access Level. PDREP has several Access Levels for SAM. All levels are DODAAC specific, in that if you have SAM access, you can only edit records associated with your DODAAC.

Table 1.1

Role	Functions
No Access	If a user does not have access to the PDREP-SAM application, the program link will not appear on the user's PDREP Main Menu.
Read Only	View records SAM APL/QPL Search SAM Ad Hoc

Inspector	Add a new record
	SAM Clone
	SAM APL/QPL Search
	SAM Ad Hoc
	Edit all fields on the SAM Record
	Signatures:
	• Sign for QA Signature
	• Sign for Corrective Action Complete Signature
	• Cannot sign for Closer Signature
	SAD:
	• Add SAD
	• Write Condition
	• Close SAD
	Remarks Sheet
	   Add/Edit
	   Sign

Engineer	Add a new record
	SAM Clone
	SAM APL/QPL Search
	SAM Ad Hoc
	Edit all fields on the SAM Record
	Signatures:
	• Engineer Signature on APL/QPL
	SAD:
	• Add SAD
	• Write Condition
	• Write Resolution
	• Close SAD
	Remarks Sheet
	   Add/Edit
	   Sign

Role	Functions

Supply	Add a new record
	
	SAM Clone
	
	SAM APL/QPL Search
	
	SAM Ad Hoc
	
	Edit all fields on the SAM Record
	
	Signatures:
	
	• Both Supply Signatures on APL/QPL
	• Corrective Action Signature
	• Closer Signature
	
	SAD:
	
	• Add SAD
	• Write Condition
	• Close SAD
	
	Remarks Sheet
	
	  Add/Edit
	
	  Sign

Full Access	Add a new record
	SAM Clone
	SAM APL/QPL Search
	SAM Ad Hoc
	Edit all fields on the SAM Record
	Signatures:
	• Sign all Signatures
	SAD:
	• Add SAD
	• Write Condition
	• Write Resolution
	• Close SAD
	Remarks Sheet
	  Add/Edit
	  Sign

2   ACCESSING A SAM RECORD

2.1   SAM Worklist

2.1.1 Navigating to the SAM Worklist

To enter the SAM module of PDREP, hover over the SAM program link on the left side of the PDREP Main Menu (see **Figure 2.1**). Upon hovering over the link, the SAM Fly-out menu will appear. Click on the desired section of SAM to enter. Not all options are available to all users. You must have permission to access the SAM module in your profile or the module link will not be visible.

Figure 2.1

To load the SAM Worklist, select "SAM Worklist" from the fly out menu. When selected, the SAM Worklist will appear (see **Figure 2.2**).

Figure 2.2

2.1.2 Using the SAM Worklist

The Worklist settings will default as shown in **Figure 2.2**. The Status field defaults to ALL. The DODAAC field will be defaulted to your primary DODAAC, however any DODAAC may be entered. DODAAC is a mandatory field for returning search results. Minimum search results can be obtained by entering just the DODAAC and setting a date range along with the default "ALL" status selection. Date range defaults to the last year.

The remaining fields: Record Type, Requisition Number, NIIN/NICN/LSN, Contract Number, Material Level Code, and Action allow for further restriction of the search criteria.

- The "status" selection box will display only the records for the specified status.

- The date range for the Worklist defaults to the present date minus one year but can be changed if needed.

- To search by Document Number, the full document number or a partial number may be entered. A search on a partial value will return results.

- To search by Contract Number, the full Contract Number or a partial number may be entered. A search on a partial value will return results.

- Options in the Action field are the available shipyard codes plus the ALL option (leave blank).

- Options in the Matl Level Code are based on User profile, the dropdowns are: QA1, QA2, QA3, or QA4 (non-nuclear) and A, C, D, E, or G (nuclear). The Matl Level Codes defaults to blank.

- The Sort field allows you to specify the order by which the results should be displayed. Sort options are: Added Date – Ascending, Added Date – Descending, MIR Serial Number, Status, Material Level, Action, and Contract Number.

- When you have selected the criteria, click "Display Worklist" to view all RIM records matching the criteria entered. A sample set of results is illustrated in **Figure 2.3 A** & **Figure 2.3 B**.

- Any of the fields in the search results can be sorted in ascending or descending order by clicking on that field heading.

- The hyperlinks to the records work as follows:

    - **Edit:** Enter the record with the ability to edit.

    - **Read:** Record is currently Read Only. Applies to closed records as well as locked records.

    - **SAD:** Enter the SAD Worklist for the given record. Not applicable to APL/QPL records.

Record Type	RCN Number	Mat Level	Requisition Number(s)	Contract Number(s)	NIIN/NICN/LSN	Matl Description	Project Number	Added Date	Action	Status	Closer Date	Main	SAD
MA	210007	QA 1			012345678	DOOR	SSN-781	04/23/2021	245.1Q	AWAITING MAT'L		Edit	SAD
MS	210008	QA 6			011231234	NUT, HEX	SSN-775	04/23/2021	245.1Q	NOT STARTED		Edit	SAD
MA	210011	QA 1			014940954	PLUG	SSN-775	05/10/2021	520.1	REJECTED		Edit	SAD
MA	210012	QA 6			000795811	SWITCH	SSN-775	05/12/2021	NAVSUP	IN-PROCESS		Edit	SAD
MA	220001	QA 1			123456789	TEST	SSBN-741	01/03/2022		SAD		Edit	SAD
APL/QPL	220002	QA 1			123456789	TEST	DDG-81	01/03/2022	120	IN-PROCESS		Edit	SAD
APL/QPL	220003	QA 2			123123123	FOOTWEAR	688C	01/05/2022		ACCEPTED	01/05/2022	Read	SAD

Figure 2.3 A

NOTE: *A single record can appear more than once. This is due to the fact that either there are multiple contract numbers, or multiple requisition numbers associated to the record. See **Figure 2.3 B** on the following page. In this example, 180014 has a single contract number, but multiple requisition numbers (have to view the record), and 180018 has multiple contract numbers (as visible on the worklist).*

MA	180014	D	8138v225	BAR, ANGLE	SSBN-741	06/21/2018	2305.3	SAD	Edit	SAD
MA	180014	D	8138v225	BAR, ANGLE	SSBN-741	06/21/2018	2305.3	SAD	Edit	SAD
MA	180015	C	8147Z001	BODY, VALVE	CVN-65	06/21/2018	2305.2	PARTIAL REJECT	Read	SAD
MS	180016	D		DISC	SS-99	06/21/2018	2305.2	SAD	Edit	SAD
MS	180017	D	8158v001	DISC	CVN-71	06/21/2018		PARTIAL REJECT	Read	SAD
QDM	180018	C	N0010481584M15	FILTER	PC-6	06/21/2018	2305.4	SAD	Edit	SAD
QDM	180018	C	N0010481584M16	FILTER	PC-6	06/21/2018	2305.4	SAD	Edit	SAD

Figure 2.3 B

- Underneath the SAM Worklist criteria section, the SAM RCN field can be used to retrieve a specific record if you know the RCN (see **Figure 2.2**).

- Enter the RCN in the Selection Value field and click the "Go To SAM Record" button.

- You will then be brought to the SAM record.

2.1.3 Other Worklist Functionality: Blank Acceptability Tag

Clicking the Blank Acceptability Tag button provides a means to create and print an "Acceptability" tag.

NOTE: *The Material Screening or QDM record types need to be selected before entering the blank tag.*

Figure 2.4

Complete the desired information. The fields available are as follows:

- **Screening Letter/QDM Tasking Serial Number:** Serial Number associated with the Screening Letter or QDM Tasking.

- **Screening Letter/QDM Tasking Date:** Date of Screening Letter or QDM Tasking.

- **NSN (COG, FSC, NIIN, SMIC):** The National Stock Number for the material. Subfields are provided for the cognizant symbol (COG), Federal Stock Class (FSC), national item identification number (NIIN), and special material identification code (SMIC).

- **Name (Auto-filled):** Name of the user creating the tag. This is auto-filled from the user's profile.

- **Contract Number:** Contract number associated with the material being tagged.
- **Date of Inspection:** Date the material was inspected.
- **Inspecting Activity (Auto-filled):** Name of activity that inspected the material. This is auto-filled from the selected DODAAC on the previous screen.
- **Statement of Material Acceptability:** Free text field to write the acceptability statement.

Click the Save Tag button to assure all of the information entered is captured for the tag. Tag information is not saved to the database, and captured only for the active session.

Click the Preview Tag button to view what the final tag will look like. The Tag will be displayed as a .pdf file in a separate window (see **Figure 2.5**).

MATERIAL ACCEPTABILITY TAG
(PER NAVSEA S3219-45-MAN-000(N))
"MATERIAL ACCEPTABLE TAG DOES NOT SATISFY ANY REQUIRED TRI INSPECTIONS"

IMPORTANT: TAG IS TO REMAIN
ATTACHED TO MAT'L UNTIL USED

1. SERIAL # AND DATE OF QDML/MEMO OR DATE/TIME GROUP OF MESSAGE 123456789 07/26/2018	2. CONTRACT NUMBER PLACEHOLDER12
3. NSN 4820 11-111-1111	4. DATE OF INSPECTION 07/26/2018
5. STATEMENT OF MAT'L ACCEPTABILITY Text	6. NAME(PRINT) PDREP USER
	7. SIGNATURE
	8. INSPECTING ACTIVITY PORTSMOUTH NAVAL SHIPYARD

Figure 2.5

For those familiar with RIMS, these tags are the same dimensions as the RIMS Tags. For users that require the use of a special printer for these tags, ensure that the printer is correctly mapped before attempting to print.

3 WORKING WITH SAM RECORDS

Clicking the Create SAM Record tab displays the screen shown in **Figure 3.1**.

Create New SAM

Instructions
(M) denotes a mandatory field
1. Enter DODAAC, Year, and Serial Number.
2. Select a SAM Record Type
3. Enter Material Level Code
4. Click **Create New SAM** to create SAM

Last Used RCN by [User ID]   for Activity [DoDAAC] : [Previous RCN]
Last Used RCN for Activity [DoDAAC] : [Previous RCN]

(M) DODAAC: (M) Year: (M) Serial Number:

(M) RCN: N39040   20   0002   ← RCNs are created sequentially (+1) from the last used RCN for your activity

(M)SAM Record Type: ▼

Deficient Item National Stock Number(NSN):
COG: (M)FSC: (M)NIIN: SMIC: Lookup FSC

(M)Material Level Code: ▼

Create New SAM

Figure 3.1

Select the SAM Record Type. Options are:

- APL/QPL
- Material Assessment
- Material Screening
- QDM

Type in the item's NSN. FSC and NIIN are mandatory. Use the Lookup FSC button if the item's FSC is not known.

Select the material level code for the material. Options are:

- Non-Nuclear:
  - QA1
  - QA2
  - QA3
  - QA4
- Nuclear:
  - A

- C
- D
- E
- G

After all the mandatory selections/inputs have been made, click the "Create New SAM" record button to initiate the creation of a new record. The following sections describe how to work with the given record types once initialized. Select a hyperlink to go directly to that section.

- [Working with an APL/QPL Record](#)
- [Working with a Material Assessment Record](#)
- [Working with a Material Screening Record](#)
- [Working with a QDM Record](#)

3.1 Working with an APL/QPL Record

For an example of the APL/QPL PDF report, see **Appendix** 1.

3.1.1 Creation

When APL/QPL is selected as a record type (see **Figure 3.2**), the first screen seen after clicking "Create New SAM" will be shown (see **Figure 3.3**). Note that filling in a NIIN that matches against the FLIS information in PDREP will autofill the rest of the National Stock Number. Any data that does not match can be adjusted following this autofill.

Figure 3.2

Figure 3.3

On this first screen, the following fields are available:

- **Report Control Number:** Auto-filled RCN from the creation page.

- **Added Date:** Auto-filled timestamp of when the record was created.

- **Project (M):** Project drop down. Consists of a list of Ships or other misc. projects material generally gets ordered for. If this list needs a new addition, contact the PDREP Help Desk (see **Introduction**).

- **Material Received Date (M):** Date that the material was received.

- **Location (M):** Physical location of the material.

- **Action (M):** Shipyard code that has cognizant action on this record.

- **Status (M):** Record Status.

Options are:

1. Accepted
2. Awaiting Insp

3. Awaiting Mat'l

4. Cancel

5. Closed

6. Continual

7. Final Review

8. Hold

9. In-Process

10. Initial Review

11. Lab

12. Not Started

13. Partial Reject

14. Rejected

15. Repair

16. SAD

17. Superseded

18. Supv Review

- **NSN:** National Stock Number of the material. Note that filling in a NIIN that matches against the FLIS information in PDREP will autofill the rest of the National Stock Number. Any data that does not match can be adjusted following this autofill.

  o COG

  o (M) FSC

  o (M) NIIN/NICN/LSN

  o SMIC

- **Material Level Code (M):** Material Level Code of the material.

- **Matl Description (M):** Description of the material.

- **Part Number:** Part number of the material (if applicable).

The only buttons available at this stage are:

- **Save Record:** Saves the record – (see **Section 3.5.1**).

- **Lookup FSC:** Allows for FSC lookup of a NIIN. Same as on the previous page – (see **Section 3.5.3**).

After the first instance of the record saving, more fields and buttons will appear (see **Figure 3.4**).

3.1.2 Editing

(See **Figure 3.4 A-C** on the following page.)

REVISION [0 ▼]

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

| Save | Add/View Attachments | Create ER | Notify Individual | Correspondence History |

| Action History | Status History | Exhibit Tracking | Remarks Sheet | Report |

Report Control Number: N39040 - 21 - 0451

Added Date: 2021-09-14 11:18:57

(M)(12)Project: [BULK RI ▼]

Need By:
Priority 1:   [Update Priority]
Priority 2:
Priority 3:

Priority Last Update User:
Priority Last Update User:

(M)Material Received Date: [09/14/2021]

(M)Location: [PDREP User Guide]

(M)Action: [139 ▼]

(M)Status: [NOT STARTED ▼]

Deficient Item National Stock Number(NSN):

| COG: | (M)FSC: | (M)NIIN/NICN/LSN: | SMIC: | |
| | 9999 | 111111111 | | Lookup FSC |

(M)Material Level Code: [G ▼]

Matl Description List: [▼]
(M)Matl Description: [MISC SOLID]

(M)Description: [User Guide]

Part Number: [001]

Requisition/Document No. not provided or is unknown: ☐

Add Requisition Number Information				
(M) Requisition Number	(M) Requisition Quantity	Job Order	Key Op	(M) Units of Measure
[ ]	[ ]	[ ]	[ ]	[- ▼]
	Add Item	Cancel Item Add		

Figure 3.4 A

Contract No. not provided or is unknown: ☐

(M)Contract Number   Contract Line Item No.   Delivery Order Number

Contract Units Received   Units Of Measure

                                     <SELECT> ⌄

(CM)Lot/Batch Number   Lot/Batch Type

Purchase Order Number

TDP or IRPOD Revision

Vendor CAGE Code **(Contracted Supplier)**

           [Lookup]

Manufacturer CAGE Code

           [Lookup]

[Save Contract]

(M)Request for Evaluation:

SUPPLY: **SIGNED BY**   **DATE**

[Sign]

ER Number:

(M)Quantity Reported:

(M)Quantity Accepted:

(M)Quantity Rejected:

Figure 3.4 B

Figure 3.4 C

The new fields available are as follows:

- Priority fields: See **Figure 3.5** for the Update Priority page.
    - Need by date
    - Priority 1
    - Priority 2
    - Priority 3

Figure 3.5

- Requisition Number Information:
    - Unknown check box – If checked, no requisition number will be listed on the record. Either this must be checked, or a Requisition Number must be input.
    - Requisition Number (M)
    - Requisition Quantity
    - Job Order
    - Key Op
    - Units of Measure – standard drop down
- Contract Number Information:
    - Unknown check box – If checked, no contract number will be listed on the record. Either this must be checked, or a Contract Number must be input.
    - Contract Number (M)
    - Line Item # (M)
    - Contract Units Received
    - Delivery Order Number
    - Units of Measure – standard drop down
    - Lot/Batch Number
    - Lot/Batch Type – Drop down consisting of the following options:
        1. **B** – Batch Number
        2. **H** – Heat Number
        3. **L** – Lot Number
        4. **S** – Serial Number

- o TDP or IRPOD Revision
- o Purchase Order Number
- o Vendor CAGE Code (Contracted Supplier)
- o Manufacturer CAGE Code
- Request for Evaluation
- Quantity Reported – Not Mandatory until Closer Signature
- Quantity Accepted – Not Mandatory until Closer Signature
- Quantity Rejected – Not Mandatory until Closer Signature

The new buttons available are as follows:

- Add/View Attachments – (see **Section 3.5.4**)
- Notify Individual – (see **Section 3.5.5**)
- Action History – (see **Section 3.5.6**)
- Status History – (see **Section 3.5.7**)
- Exhibit Tracking – (see **Section 3.5.8**)
- Remarks Sheet – (see **Section 3.5.9**)
- Report – (see **Appendix 1**)

Once requisition(s)/contract(s) have been entered onto the record, it will look similar to **Figure 3.6**.

Figure 3.6

New buttons available in this section are as follows:

- **Add Item:** Saves the new Requisition Information.

- **Cancel Item Add:** Deletes the existing typed-in values in either the Requisition or Contract Number Information (depending on which box it is being used in).

- **Save Contract:** Saves the new Contract Information.

- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Vendor CAGE field see **Section 3.5.13**.

- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Manufacturer CAGE field see **Section 3.5.13**.

Click the Edit button on a requisition/contract row/block to edit those values.

Click the Delete button on a requisition/contract row/block to delete those values.

3.1.3 Signatures

Once all the information regarding the record has been filled in up to this point, a Supply signature is required. The Supply Signature will lock all fields except Location, Action, and Status above it to prevent further editing (see **Figure 3.7**).

Following the Supply Signature, the Engineering Block must be filled out. The engineering block has the following fields (see **Figure 3.7**):

- Material Specification – Pick from the standardized drop down above the field itself.
- Test Required (M)
- Lab Test Serial Number (CM – Required if Test Required is set to "Yes")
- Lab Test Date (CM – Required if Test Required is set to "Yes")
- Material Acceptable (CM – Required if Test Required is set to "Yes")
- (CM) – APL
- (CM) – QPL
- (CM) – Water Chemistry
- Disposition
- Engineer Signature

Once the Supply and Engineer signatures have been made, the Closer Signature on the record must be made (see **Figure 3.9**).
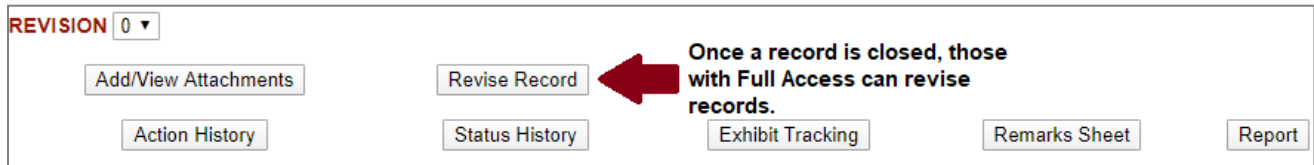

Figure 3.7

NOTE: *Both the Supply and Engineer signatures can be modified by the user or an individual with Full Access if the Closer signature has not yet been signed.*

3.1.4 Revision

After a record has been closed. A new button option will appear at the top of the page.

Revise Record – Increment the Revision of the record and allow for another signature cycle; including the ability to make changes to any of the fields (see **Figure 3.8**).

Figure 3.8

3.2 Working with a Material Assessment Record

For an example of the Material Assessment .pdf report, see **Appendix 1**.

3.2.1 Creation

When Material Assessment is selected as a record type (see **Figure 3.2**) in **Section 3.1**, the first screen seen after clicking "Create New SAM" will be shown (see **Figure 3.9**).

Figure 3.9

On this first screen (see **Figure 3.9**), the following fields are available:

- **Report Control Number:** Auto-filled RCN from the creation page.

- **Added Date:** Auto-filled timestamp of when the record was created.

- **(M) Is there U-NNPI data present in this record?:** Yes/No dropdown for determining if the record should print as a FOUO or NOFORN pdf.

- **Project (M):** Project drop down. Consists of a list of Ships or other misc. projects material generally gets ordered for. If this list needs a new addition, contact the PDREP Help Desk (see **Introduction**).

- **Waterfront Deficiency (M):** Is this record the result of a waterfront deficiency.

- **Material Received Date (M):** Date that the material was received.

- **Location (M):** Physical location of the material.

- **Action (M):** Shipyard code that has cognizant action on this record.

- **Status (M):** Record Status.

Options are:

1. Accepted
2. Awaiting Insp
3. Awaiting Mat'l

25

4. Cancel

5. Closed

6. Continual

7. Hold

8. In-Process

9. Lab

10. Not Started

11. Partial Reject

12. Rejected

13. Repair

14. SAD

15. Superseded

16. Supv Review

- **NSN:** National Stock Number of the material. Note that filling in a NIIN that matches against the FLIS information in PDREP will autofill the rest of the National Stock Number. Any data that does not match can be adjusted following this autofill.

  o COG

  o (M) FSC

  o (M) NIIN/NICN/LSN

  o SMIC

- **Material Level Code (M):** Material Level Code of the material.

- **Matl Description (M):** Description of the material.

The only buttons available at this stage are:

- **Save Record:** Saves the record – (see **Section 3.5.1**).

- **Lookup FSC:** Allows for FSC lookup of a NIIN. Same as on the previous page – (see **Section 3.5.3**).

After the first instance of the record saving, more fields and buttons will appear (see **Figure 3.10**).

3.2.2 Editing

REVISION 0 ∨	
Save Add/View Attachments Create ER Notify Individual Correspondence History	
SAD Worklist Action History Status History Exhibit Tracking Remarks Sheet Report	

Report Control Number: N39040 - 20 - 0022

Added Date: 2020-09-18 07:22:24

(M)Is there U-NNPI data present in this record? : No ∨

(M)(12)Project: BULK RI ∨

(M)Waterfront Deficiency: Yes ∨

Need By:
Priority 1:   Update Priority
Priority 2:
Priority 3:

Priority Last Update User:
Priority Last Update User:

(M)Material Received Date: 09/18/2020

(M)Location: PDREP User Guide

(M)Action: 139 ∨

(M)Status: NOT STARTED ∨

Deficient Item National Stock Number(NSN):

COG:	(M)FSC:	(M)NIIN/NICN/LSN:	SMIC:	
BB	1111	111111111	B1	Lookup FSC

(M)Material Level Code: G ∨

Matl Description List: ____ ∨
(M)Matl Description: MATERIAL, SUPER SECRET
Description: SAM User Guide

Requisition/Document No. not provided or is unknown: ☐

Add Requisition Number Information

(M) Requisition Number	(M) Requisition Quantity	Job Order	Key Op	(M) Units of Measure
				- ∨
Add Item	Cancel Item Add			

Contract No. not provided or is unknown: ☐

(M)Contract Number	Contract Line Item No.	Delivery Order Number

Contract Units Received   Units Of Measure
                                        <SELECT> ∨

(CM)Lot/Batch Number   Lot/Batch Type
                                        ____ ∨

Purchase Order Number

TDP or IRPOD Revision

Vendor CAGE Code (Contracted Supplier)
____   Lookup

Manufacturer CAGE Code
____   Lookup

Save Contract

ER Number: ____

(M)Quantity Reported: ____
(M)Quantity Accepted: ____
(M)Quantity Rejected: ____

Supply

CLOSER:	SIGNED BY	DATE
Sign		

Save Add/View Attachments Create ER Notify Individual Correspondence History	
SAD Worklist Action History Status History Exhibit Tracking Remarks Sheet Report	

Figure 3.10

27

The new fields available are as follows:

- Priority fields: see **Figure 3.11** for the Update Priority page.
    - Need by date
    - Priority 1
    - Priority 2
    - Priority 3

Figure 3.11

- Requisition Number Information:
    - Unknown check box – If checked, no requisition number will be listed on the record. Either this must be checked, or a Requisition Number must be input.
    - Requisition Number (M)
    - Requisition Quantity
    - Job Order
    - Key Op
    - Units of Measure – standard drop down.
- Contract Number Information:
    - Unknown check box – If checked, no contract number will be listed on the record. Either this must be checked, or a Contract Number must be input.
    - Contract Number (M)
    - Line Item # (M)
    - Contract Units Received
    - Delivery Order Number
    - Units of Measure – standard drop down
    - Lot/Batch Number

- o Lot/Batch Type – Drop down consisting of the following options:
    1. **B** – Batch Number
    2. **H** – Heat Number
    3. **L** – Lot Number
    4. **S** – Serial Number
  - o Purchase Order Number
  - o TDP or IRPOD Revision
  - o Vendor CAGE Code (Contracted Supplier)
  - o Manufacturer CAGE Code
- Request for Evaluation
- Quantity Reported – Not Mandatory until Closer Signature
- Quantity Accepted – Not Mandatory until Closer Signature
- Quantity Rejected – Not Mandatory until Closer Signature

The new buttons available are as follows:

- Add/View Attachments – (see **Section 3.5.4**)
- Notify Individual – (see **Section 3.5.5**)
- Action History – (see **Section 3.5.6**)
- Status History – (see **Section 3.5.7**)
- Exhibit Tracking – (see **Section 3.5.8**)
- Remarks Sheet – (see **Section 3.5.9**)
- Report – (see **Appendix 1**)

Once requisition(s)/contract(s) have been entered onto the record, it will look similar to (see **Figure 3.12**).

Figure 3.12

New buttons available in this section are as follows:

- **Add Item:** Saves the new Requisition Information.

- **Cancel Item Add:** Deletes the existing typed-in values in either the Requisition or Contract Number Information (depending on which box it is being used in).

- **Save Contract:** Saves the new Contract Information.

- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Vendor CAGE field see **Section 3.5.13**.

- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Manufacturer CAGE field see **Section 3.5.13**.

Click the Edit button on a requisition/contract row to edit those values.

Click the Delete button on a requisition/contract row to delete that row.

NOTE: *Deletion is required to modify the Document or Contract Number.*

IMPORTANT: *Further fields are associated with contract numbers. Clicking the Edit button will present you with the following (see **Figure 3.13** & **Figure 3.14**).*

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If no SAD has been written for the record, it can be immediately closed once all mandatory fields have been filled in. For further information on SADs, see **Section 4**.

If a SAD has been written, an additional mandatory field is added to the record for Technical Work Document Serial Number.

(CM)Technical Work Document Serial Number:

(M)Quantity Reported:
(M)Quantity Accepted:
(M)Quantity Rejected:

Figure 3.13

3.2.3 Signatures

If a SAD has been written, an additional mandatory signature will be added to the record. This signature is called the Corrective Action (CA) signature and is used to signify that the Corrective Action(s) as noted in the SADs have been completed.

- Corrective Action Signature can be signed by the following access levels:
    - Inspector
    - Supply
    - Full

- Once signed, all fields except Action and Status are locked from being further edited.
- If any SAD has "QA Review Required" OR "Physical Inspection Required" selected, an additional mandatory signature will be added to the record. This is the QA Review Signature.
- QA Review Signature can be signed by the following access levels:
    - Inspector
    - Full

- Once all SADs and other mandatory signatures (if any) are signed, the record can be closed.
- Closer Signature can be signed by the following access levels:
    - Supply
    - Full

See **Figure 3.14** for a view of a fully completed Material Assessment record's signature block.

NOTE: *Up until the Closer Signature, the CA and QA signature can be modified by the user or an individual with Full Access.*

Figure 3.14

3.2.4 Revision

After a record has been closed. A new button option will appear at the top of the page.

Revise Record – Increment the Revision of the record and allow for another signature cycle; including the ability to make changes to any of the fields (see **Figure 3.15**).

Figure 3.15

3.3 Working with a Material Screening Record

For an example of the Material Screening .pdf report, see **Appendix 1**.

3.3.1 Creation

When Material Screening is selected as a record type (see **Figure 3.2** in **Section 3.1**), the first screen seen after clicking "Create New SAM" will be shown (see **Figure 3.16**).

Figure 3.16

On this first screen, the following fields are available:

- **Report Control Number:** Auto-filled RCN from the creation page.

- **Added Date:** Auto-filled timestamp of when the record was created.

- **(M) Is there U-NNPI data present in this record?:** Yes/No dropdown for determining if the record should print as a FOUO or NOFORN pdf.

- **Letter of Distribution Number: N944QDR/:** Serial Number of the Screening Letter instigating the screening. (Formerly notated as "Screening Letter Serial Number") Note that either this field or the Defective Material Summary field is required.

- **Screening Letter Date:** Date of the Screening letter.

- **Defective Material Summary: N944DMS/:** Number associated with a DMS report if appropriate. Note that either this field or Letter of Distribution Number is required.

- **PQDR Number:** PQDR Number associated with this Screening.

NOTE: *Full PQDR RCN Required (ex: N39040201234).*

- **SDR Number:** SDR Number associated with this Screening.

NOTE: *Full SDR RCN Required (ex: N39040201234).*

- **Project (M):** Project drop down. Consists of a list of Ships or other misc. projects material generally gets ordered for. If this list needs a new addition, contact the PDREP Help Desk (See **Introduction**).

- **Waterfront Deficiency (M):** Is this record the result of a waterfront deficiency.

- **Material Received Date (M):** Date that the material was received.

- **Location (M):** Physical location of the material.

- **Action (M):** Shipyard code that has cognizant action on this record.

- **Status (M):** Record Status.

Options are:

1. Accepted
2. Awaiting Insp
3. Awaiting Mat"l
4. Cancel
5. Closed
6. Continual
7. Hold
8. In-Process
9. Lab

10. Not Started

11. Partial Reject

12. Rejected

13. Repair

14. SAD

15. Superseded

16. Supv Review

- **NSN:** National Stock Number of the material. Note that filling in a NIIN that matches against the FLIS information in PDREP will autofill the rest of the National Stock Number. Any data that does not match can be adjusted following this autofill.

  - COG
  - (M) FSC
  - (M) NIIN/NICN/LSN
  - SMIC

- **Material Level Code (M):** Material Level Code of the material.

- **Matl Description (M):** Description of the material.

- **Part Number:** Part number of the material (if applicable).

The only buttons available at this stage are:

- **Save Record:** Saves the record – (see **Section 3.5.1**).

- **Lookup FSC:** Allows for FSC lookup of a NIIN. Same as on the previous page. – (see **Section 3.5.3**).

After the first instance of the record saving, more fields and buttons will appear (see **Figure 3.17 A**).

3.3.2 Editing

Figure 3.17 A

The new fields available are as follows:

- Priority fields: See **Figure 3.17 B** for the Update Priority page.
  - Need by date
  - Priority 1
  - Priority 2
  - Priority 3

SAM Update Priority

Back

SAM Data

Report Control Number: N39040 - 20 - 0002

NEED BY:

PRIORITY 1: -
PRIORITY 2: -
PRIORITY 3: -

LAST UPDATE USER:
LAST UPDATE DATE:

Save

Figure 3.17 B

- Requisition Number Information:
  - Unknown check box – If checked, no requisition number will be listed on the record. Either this must be checked, or a Requisition Number must be input.
  - Requisition Number (M)
  - Requisition Quantity
  - Job Order
  - Key Op
  - Units of Measure – standard drop down.
- Contract Number Information:
  - Unknown check box – If checked, no contract number will be listed on the record. Either this must be checked, or a Contract Number must be input.
  - Contract Number (M)
  - Line Item # (M)
  - Contract Units Received
  - Delivery Order Number
  - Units of Measure – standard drop down.
  - Lot/Batch Number
  - Lot/Batch Type

- Drop down consisting of the following options:
    1. **B** – Batch Number
    2. **H** – Heat Number
    3. **L** – Lot Number
    4. **S** – Serial Number
- Purchase Order Number
- TDP or IRPOD Revision
- Vendor CAGE Code (Contracted Supplier)
- Manufacturer CAGE Code
- Request for Evaluation
- Quantity Reported – Not Mandatory until Closer Signature
- Quantity Accepted – Not Mandatory until Closer Signature
- Quantity Rejected – Not Mandatory until Closer Signature

The new buttons available are as follows:

- Add/View Attachments – (see **Section 3.5.4**)
- Notify Individual – (see **Section 3.5.5**)
- Action History – (see **Section 3.5.6**)
- Status History – (see **Section 3.5.7**)
- Exhibit Tracking – (see **Section 3.5.8**)
- Remarks Sheet – (see **Section 3.5.9**)
- Report – (see **Appendix 1**)
- Acceptability Tag – (see **Section 2.1.3**)

Once requisition(s)/contract(s) have been entered into the record, it will look similar to **Figure 3.18**.

Figure 3.18

The new buttons available in this section are as follows:

- **Add Item:** Saves the new Requisition Information.

- **Cancel Item Add:** Deletes the existing typed-in values in either the Requisition or Contract Number Information (depending on which box it is used in).

- **Save Contract:** Saves the new Contract Information.

- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Vendor CAGE field see **Section 3.5.13**.

- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Manufacturer CAGE field see **Section 3.5.13**.

Click the Edit button on a requisition/contract row to edit those values.
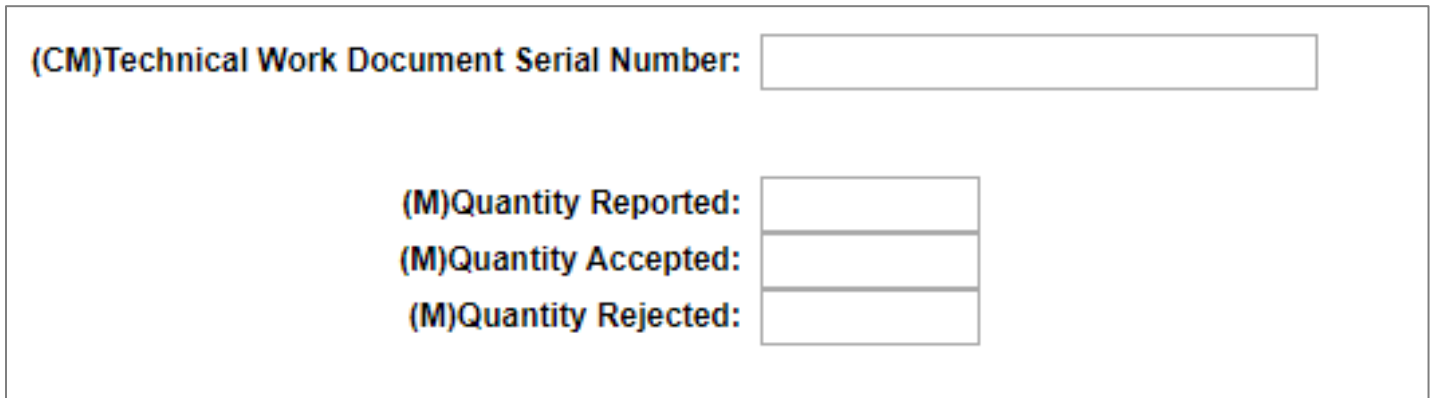
Click the Delete button on a requisition/contract row to delete that row.

NOTE: *Deletion is required to modify the Document or Contract Number.*

If no SAD has been written for the record, it can be immediately closed once all mandatory fields have been filled in. For further information on SADs see **Section 4**.

If a SAD has been written, an additional mandatory field gets added to the record for Technical Work Document Serial Number (see **Figure 3.19**).

(CM)Technical Work Document Serial Number:

(M)Quantity Reported:
(M)Quantity Accepted:
(M)Quantity Rejected:

Figure 3.19

3.3.3 Signatures

If a SAD has been written, an additional mandatory signature will be added to the record. This signature is called the Corrective Action (CA) signature and is used to signify that the Corrective Action(s) as noted in the SADs have been completed.

- Corrective Action Signature can be signed by the following access levels:
    - Inspector
    - Supply
    - Full
- Once signed, all fields except Action and Status are locked from being further edited.
- If any SAD has "QA Review Required" OR "Physical Inspection Required" selected, an additional mandatory signature will be added to the record. This is the QA Review Signature.
- QA Review Signature can be signed by the following access levels:
    - Inspector
    - Full
- Once all SADs and other mandatory signatures (if any) are signed, the record can be closed.
- Closer Signature can be signed by the following access levels:
    - Supply
    - Full

See **Figure 3.20** for a view of a fully completed Material Screening record's signature block.

NOTE: *Up until the Closer Signature, the CA and QA signature can be modified by the user or an individual with Full Access.*

Figure 3.20

3.3.4 Revision

After a record has been closed. A new button option will appear at the top of the page.

Revise Record – Increment the Revision of the record and allow for another signature cycle; including the ability to make changes to any of the fields (see **Figure 3.21**).

Figure 3.21

3.4 Working with a QDM Record

For an example of a PDF version of the QDM report, see **Appendix 1**.

3.4.1 Creation

When Material Screening is selected as a record type (see **Figure 3.2** in **Section 3.1**), the first screen seen after clicking "Create New SAM" will be shown (see **Figure 3.22**).

Figure 3.22

On this first screen, the following fields are available:

- **Report Control Number:** Auto filled RCN from the creation page.

- **Added Date:** Auto filled timestamp of when the record was created.

- **(M) Is there U-NNPI data present in this record?:** Yes/No dropdown for determining if the record should print as a FOUO or NOFORN pdf.

- **Screening Letter Serial Number:** Serial Number of the Screening Letter instigating the screening.

- **Screening Letter Date:** Date of the Screening letter.

- **QDM Tasking Serial Number:** Serial Number of the document starting the QDM Tasking.

- **QDM Tasking Date:** Date of QDM Tasking.

- **Project (M):** Project drop down. Consists of a list of Ships or other misc. projects material generally gets ordered for. If this list needs a new addition, contact the PDREP Help Desk (See Introduction).

- **Waterfront Deficiency (M):** Is this record the result of a waterfront deficiency.

- **Material Received Date (M):** Date that the material was received.

- **Location (M):** Physical location of the material.

- **Action (M):** Shipyard code that has cognizant action on this record.

- **Status (M):** Record Status.

    Options are:

    1. Accepted
    2. Awaiting Insp
    3. Awaiting Mat'l
    4. Cancel
    5. Closed
    6. Continual
    7. Hold
    8. In-Process
    9. Lab
    10. Not Started
    11. Partial Reject
    12. Rejected
    13. Repair
    14. SAD
    15. Superseded
    16. Supv Review

- **NSN – National Stock Number of the material:** Note that filling in a NIIN that matches against the FLIS information in PDREP will autofill the rest of the National Stock Number. Any data that does not match can be adjusted following this autofill.

    - COG
    - FSC (M)
    - NIIN (M)
    - SMIC

- **Matl Description (M):** Description of the material.

- **Material Level Code (M):** Material Level Code of the material.

- **Part Number:** Part number of the material (if applicable).

The only buttons available at this stage are:

- **Save Record:** Saves the record – (see **Section 3.5.1**).

- **Lookup FSC:** Allows for FSC lookup of a NIIN. Same as on the previous page – (see **Section 3.5.3**).

After the first instance of the record saving, more fields and buttons will appear (see **Figure 3.23 A**).

3.4.2 Editing

Figure 3.23 A

The new fields available are as follows:

- Priority fields: (see **Figure 3.25 B** for the Update Priority page.)
    - Need by date
    - Priority 1
    - Priority 2
    - Priority 3

Figure 3.23 B

- Requisition Number Information:
    - Unknown check box – If checked, no requisition number will be listed on the record. Either this must be checked, or a Requisition Number must be input.
    - Requisition Number (M)
    - Requisition Quantity
    - Job Order
    - Key Op
- Contract Number Information:
    - Unknown check box – If checked, no contract number will be listed on the record. Either this must be checked, or a Contract Number must be input.
    - Contract Number (M)
    - Line Item # (M)
    - Contract Units Received
    - Delivery Order Number
    - Units of Measure – Drop down with a variety of selections
    - Purchase Order Number

- o TDP or IRPOD Revision
- o Vendor CAGE Code (Contracted Supplier)
- o Manufacturer CAGE Code
- Quantity Reported – Not Mandatory until Closer Signature
- Quantity Accepted – Not Mandatory until Closer Signature
- Quantity Rejected – Not Mandatory until Closer Signature

The new buttons available are as follows:

- Add/View Attachments – (see **Section 3.5.4**)
- Notify Individual – (see **Section 3.5.5**)
- Action History – (see **Section 3.5.6**)
- Status History – (see **Section 3.5.7**)
- Exhibit Tracking – (see **Section 3.5.8**)
- Remarks Sheet – (see **Section 3.5.9**)
- Report – (see **Appendix 1**)
- Acceptability Tag – (see **Section 2.1.3**)

Once requisition(s)/contract(s) have been entered onto the record, it will look similar to **Figure 3.24**.

Figure 3.24

New buttons available in this section are as follows:

- **Add Item:** Saves the new Requisition Information.
- **Cancel Item Add:** Deletes the existing typed-in values in either the Requisition or Contract Number Information (depending on which box it is being used in).
- **Save Contract:** Saves the new Contract Information.
- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Vendor CAGE field see **Section 3.5.13**.
- **Lookup (CAGE):** Allows users to perform a CAGE Search and insert it into the Manufacturer CAGE field see **Section 3.5.13**.

Click the Edit button on a requisition/contract row to edit those values.

Click the Delete button on a requisition/contract row to delete that row.

NOTE: *Deletion is required to modify the Document or Contract Number.*

IMPORTANT: *Further fields are associated with contract numbers. Clicking the Edit button will present you with the following (see **Figure 3.27** & **Figure 3.28**).*

If no SAD has been written for the record, it can be immediately closed once all mandatory fields have been filled in. For further information on SADs, see **Section 4**.

If a SAD has been written, an additional mandatory field gets added to the record for Technical Work Document Serial Number (see **Figure 3.25**).

Figure 3.25

3.4.3 Signatures

- If a SAD has been written, an additional mandatory signature will be added to the record. This signature is called the Corrective Action (CA) signature and is used to signify that the Corrective Action(s) as noted in the SADs have been completed.
  - Corrective Action Signature can be signed by the following access levels:
    - o   Inspector

- Supply
- Full

- Once signed, all fields except Action and Status are locked from being further edited.

- If any SAD has "QA Review Required" OR "Physical Inspection Required" selected, an additional mandatory signature will be added to the record. This is the QA Review Signature.

- QA Review Signature can be signed by the following access levels:
    - Inspector
    - Full

- Once all SADs and other mandatory signatures (if any) are signed, the record can be closed.

- Closer Signature can be signed by the following access levels:
    - Supply
    - Full

See **Figure 3.26** for a view of a fully completed QDM record's signature block.

NOTE: *Up until the Closer Signature, the CA and QA signature can be modified by the user or an individual with Full Access.*
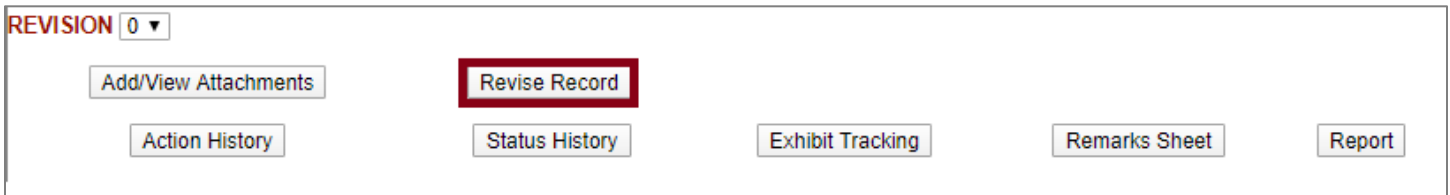
Figure 3.26

3.4.4 Revision

After a record has been closed. A new button option will appear at the top of the page.

Revise Record – Increment the Revision of the record and allow for another signature cycle; including the ability to make changes to any of the fields (see **Figure 3.27**).

Figure 3.27

3.5 Additional Functions & Pages

Buttons available on the SAM record page and their functionality are described below.
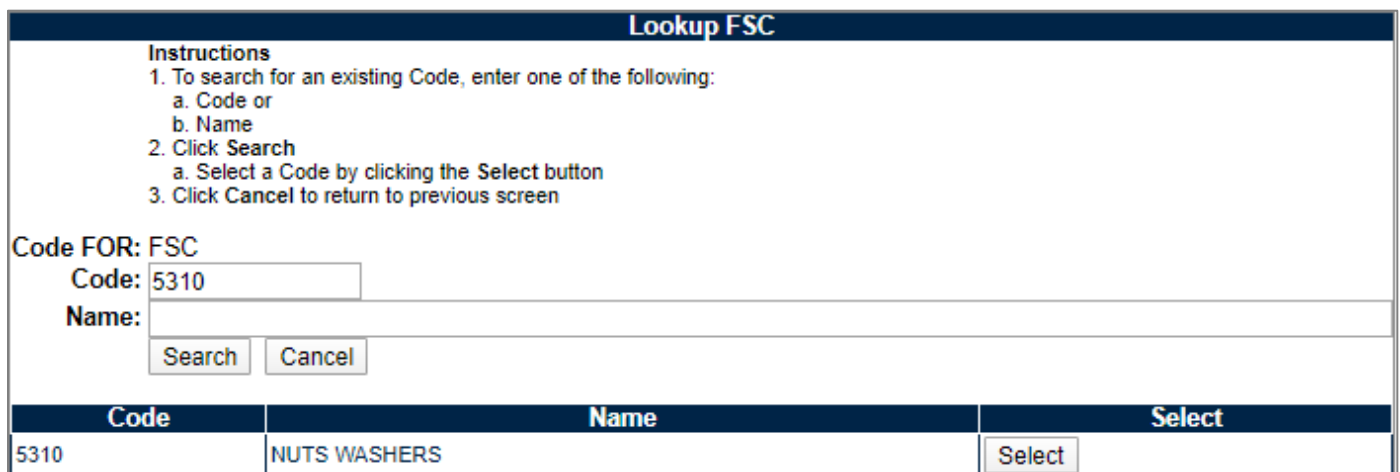
3.5.1 Save Record

Clicking this button saves the entries made on the page.

3.5.2 Lookup FSC

Clicking the Lookup FSC button will open a page to search for FSCs (see **Figure 3.28**).

Use a known FSC or name to find the FSC.

Click the Search button.

Figure 3.28

After loading a list of FSCs that meet the criteria, click the Select button to fill that FSC into the FSC field on the record.

3.5.3 Add/View Attachments

The Add/View Attachment button allows uploading, viewing and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found here.

3.5.4 Notify Individual

This button will display the SAM Email Notice page (see **Figure 3.29**). Click the cancel button to return to the SAM Record.

- Select the code of the user who the notification will be sent to.
- Select the user from the list.

NOTE: *In order to appear in the "Choose Email" drop-down, the Organization Code field on the user profile must be equal to one of the selections available. This can be modified by hovering over [your name] at the top right of any PDREP screen and selecting "Edit Profile".*

- To add multiple users, select a user from the "Choose CC User" box and click the "Add CC" button.

Figure 3.29

3.5.5 Action History

This button will display the SAM Action History (see **Figure 3.30**). Click the Back button to return to the SAM Record.

SAM ACTIONS

LOCATION	DATE/TIME	REVISION	STATUS	ACTION	USER	DAYS IN ACTION
PDREP USER GUIDE	07/17/2018 07:51:25	0	NOT STARTED	139	[USER]	0
PDREP USER GUIDE	07/17/2018 08:09:05	0	SAD	134	[USER]	9

SAM SAD ACTIONS

LOCATION	DATE/TIME	REVISION	SAD	STATUS	ACTION	USER	DAYS IN ACTION
PDREP USER GUIDE	2018-07-17 08:03:59	0	2	SAD	2305.3	[USER]	0

Figure 3.30

3.5.6 Status History

This button will display the SAM Status History (see **Figure 3.31**). Click the Back button to return to the SAM Record.

LOCATION	DATE/TIME	REVISION	STATUS	ACTION	USER	DAYS IN STATUS
PDREP USER GUIDE	07/16/2018 14:48:50	0	NOT STARTED	139	[USER]	0
PDREP USER GUIDE	07/16/2018 15:24:55	0	ACCEPTED	134	[USER]	

Figure 3.31

3.5.7 SAM Exhibit Tracking

To access SAM Exhibit Tracking, click the Exhibit Tracking button on the record page (see **Figure 3.32**).

REVISION 0 ▼

| Save | Spell Check | Add/View Attachments | Notify Individual | Create ER |
| SAD Worklist | Action History | Status History | Exhibit Tracking | Remarks Sheet | Report |

Figure 3.32

3.5.7.1 Adding a New Exhibit

After entering RIMS Exhibit Tracking via the button, the Exhibit Tracking worklist will load (see **Figure 3.33**). To add a new exhibit to the record, press the Add Exhibit button.

Figure 3.33

After pressing the Add Exhibit button, the Exhibit Details page will load (see **Figure 3.34**). Input the information related to the exhibit on this page and press Save to save the information.

Figure 3.34

Fields in the Exhibit Details area are as follows:

- **CAGE Code:** CAGE source of the deficient material.

- **Contract Number + Contract No. not provided or is unknown checkbox:** One or the other of these needs to be filled out on the Exhibit record.

- **PQDR Number:** The full PQDR RCN, which includes DODAAC, if a PQDR is attributed to this exhibit.

- **ER Number:** The full ER RCN. If an ER RCN is included on the parent SAM record it will be available in the dropdown.

- **SDR Number:** The full SDR RCN, if an SDR is attributed to this exhibit.

- **Exhibit Location:** Location of the deficient material.

- **QTY DEF:** Quantity of deficient material.

- **Hold:** Select if the material is in hold condition.

- **Remarks:** Enter additional information. *Do not enter NOFORN into this block.*

Saving the record will refresh the page and more buttons will be available (see **Figure 3.35**).

Figure 3.35

Some of these buttons will not appear for all users. For example, the Delete Exhibit button is not available for most users and is for those with Full Access. The action of these buttons is described as follows:

- **Back:** Return to the SAM Record screen.

- **Save:** Save the information entered on this screen.

- **Close:** Close the Exhibit. Exhibit will be locked and cannot be further edited unless it is reopened.

- **Add Shipment Tracking:** Record a shipment on the exhibit. See **Section 3.5.8.2**.

- **Add/View Attachments:** Add/View attachments associated with the parent SAM Record.

- **Delete Exhibit:** Only available for Full Access. Delete the exhibit record.

- **Reopen (not pictured):** Only available for Full Access. Unlocks the exhibit record and it can be edited.

3.5.7.2 Adding a Shipment Tracking to an Exhibit

After creation of an exhibit, the Add Shipment Tracking button will now be available (see **Figure 3.42**). Click that button to begin adding a Shipment to the Exhibit.

Next, the Shipment Tracking screen will load (see **Figure 3.36**). Add all the relevant information about the shipment on this screen, and click the Add Shipment Tracking button at the bottom of the page.

NOTE: *"Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.*

Figure 3.36

55

The page will refresh and a few new buttons will appear on the bottom of the page (see **Figure 3.37**). The Update Shipment Tracking button saves any changes made to the page, and the Delete Shipment Tracking button will delete the Shipment.

Figure 3.37

Clicking on the Cancel button will return to the Exhibit Details page, but now the Shipment will be located on the bottom (see **Figure 3.38**). To view the shipment again, click the blue record number on the left hand side of the shipment row.

Fields on the Shipment Tracking screen are as follows:

- **(M) Request Date:** Date the material was requested to be moved.

- **(M) Shipped Date:** Date the material was taken from its location.

- **(M) Quantity Shipped:** Quantity of the material moved.

- **(M) Shipped From (DODAAC/CAGE):** The DODAAC or CAGE of the shipper (ex: A Shipyard).

NOTE: *"Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.*

- **Shipped from Code/Shop:** The Shop or Code receiving the shipment.
- **(M) Shipped to (DODAAC/CAGE):** The DODAAC or CAGE of the receiver (ex: A Shipyard, NAVSUP, Vendor etc.).

NOTE: *"Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.*

- **Shipped to Code/Shop:** The Shop or Code receiving the shipment.
- **Fund Code:** Fund code of the shipment.
- **Document Code:** The type of document the material is being shipped on.
- **(M) Carrier:** The carrier that is being used to ship the material.
- **Standard Carrier Alpha Code:** A two-to-four letter identification used by the transportation industry to identify freight carrier in computer systems and shipping documents such as Bill of Lading, Freight Bill, and Packaging List. See **Appendix 5** for list of common carriers.
- **Locally Disposed:** Select if local disposal has been authorized.
- **Exhibit Tracking Number:** Shipment carrier tracking number.
- **Shipping comments:** Any additional comments or remarks concerning the shipment. ***Do not enter NOFORN into this box.***

Figure 3.38

3.5.7.3 Returning to the Exhibit Tracking Worklist

Backing out one more time will return to the Exhibit Tracking worklist (see **Figure 3.39**). From there, you can add another exhibit if required, or return to the inspection record by hitting the Back button.

Figure 3.39

3.5.8 Remarks Sheet

The Remarks Sheet allows multiple separate remarks to be signed by the users who write them so that others cannot edit them who may be working on the same record.

- Access the Remarks Sheet by clicking the Remarks Sheet button on any SAM Record.

- Add a new remark by typing into the box labeled "Add Remark" and then hit the Save button. After hitting the Save button, the page now allows for signing of the remark to lock it down and keep its contents separate from the other remarks associated with the record.

- Signatures function identically as on the SAM Record (see **Appendix 2**). Remarks must be signed for the SAM record to be closed.

- Return to the record by hitting the Back button.

Figure 3.40

3.5.9 SAD Worklist

Clicking the SAD Worklist button will redirect to the SAD Worklist page for the SAM Record (see **Figure 3.41)**. Click the Back button to return to the SAM Record. See **Section 4** for working with SADs. Note that if a SAD has been generated and has not yet been denoted if it contains U-NNPI data, a Y/N selection will appear on this screen. Click the "SAD" hyperlink to view the SAD.

Figure 3.41

3.5.10 Cancelling a Record

To cancel any type of SAM record, the mandatory fields must be filled in, the status must be set to "CANCEL", and the closer signature must be signed.

3.5.11 SAM Clone

Cloning a SAM record is a way to create a new SAM record with the same base info as another SAM record. To access SAM clone, select SAM Clone on the main menu fly-out, or click the SAM Clone tab once in SAM (see **Figure 3.42** & **Figure 3.43**).
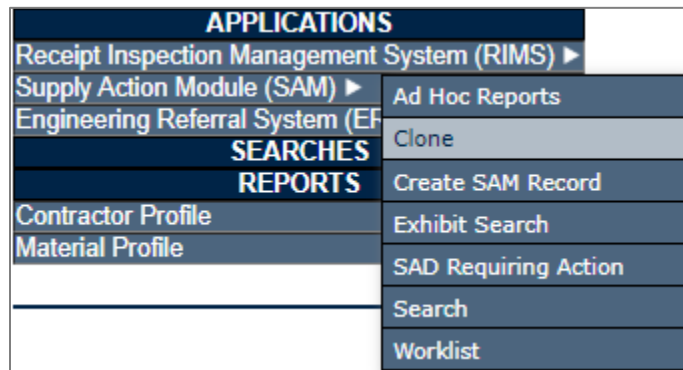

Figure 3.42
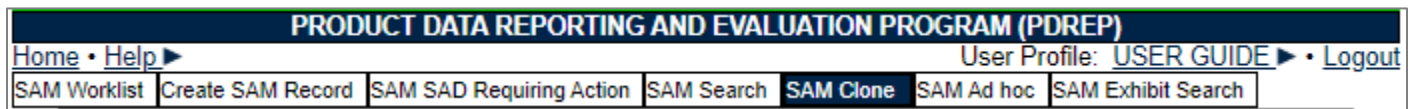
Figure 3.43

Once on the SAM Clone screen, enter the 6-digit number that follows the DODAAC in the SAM RCN or a requisition/document number. SAM records can only be cloned from existing records within the user's DODAAC (see **Figure 3.48**).
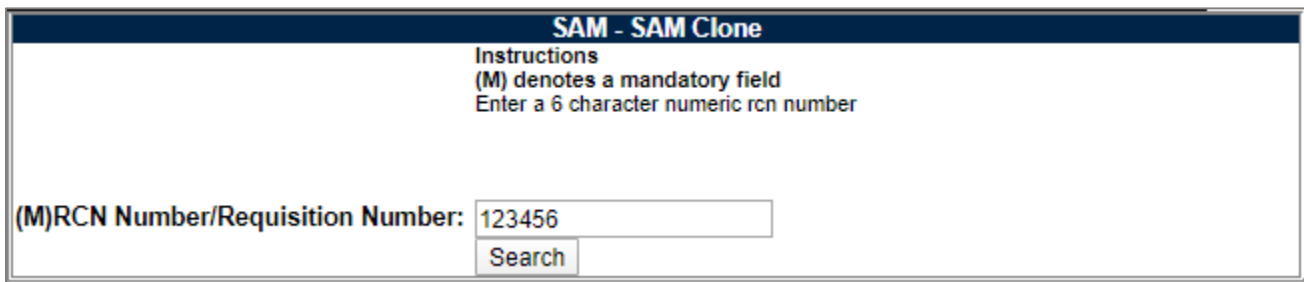
Figure 3.44

Once "Search" is clicked, one of two actions will occur:

- If there is only one record with the requisition/document number, the Create New SAM page will load with the basic information filled in from the selected record.

- If there are multiple records with the requisition/document number, a list will show the available records to clone. Click the RCN of the record to initiate the cloning as displayed in **Figure 3.45**.

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Figure 3.45

For more information on how to create SAM Records once a clone has taken place, see **Section 3.1, Section 3.2, Section 3.3** and **Section 3.4** regarding how to create each type of SAM Record. SAM Records will clone as the same type as the parent record.

3.5.12   Lookup CAGE

Vendor and Manufacturer CAGE codes utilized in the application are validated against the PDREP database. The Lookup Cage button allows the user to lookup vendor information either by CAGE Code or vendor/manufacturer name. When a CAGE is selected from the lookup page, it populates the field associated with the button.

Partial searches are supported. Enter either a CAGE or Name and click the search button.

Figure 3.46

Figure 3.50 illustrates the Lookup CAGE Code functionality with a result set. Click the Select CAGE Code to add it to the CAGE field on the SAM Record that the lookup was associated with (Vendor / Manufacturer).

3.5.13   Create ER

The Create ER button initiates an Engineering Referral with basic information automatically filled in based on the data from the SAM Record. See the Engineering Referral user guide for more information.
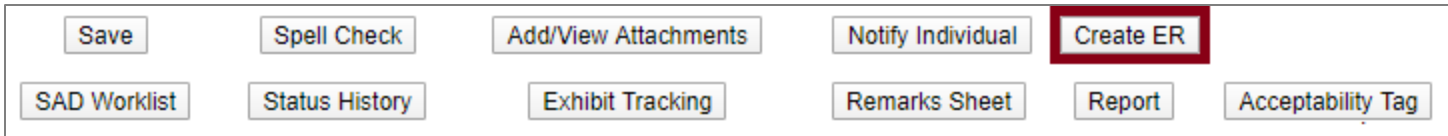
Figure 3.47

3.5.14 Acceptability Tag

The Acceptability Tag button allows the user to create an acceptability tag for the material. The tag must first be saved, and then previewed in order to view (see **Figure 3.48**).

Figure 3.48

4 WORKING WITH SADS

4.1 Adding and Editing a SAD

The Supply Action Deficiency (SAD) is a means of communication used to resolve any questions or issues the user may have. All SADs must be closed on a MIR before the record can be closed.
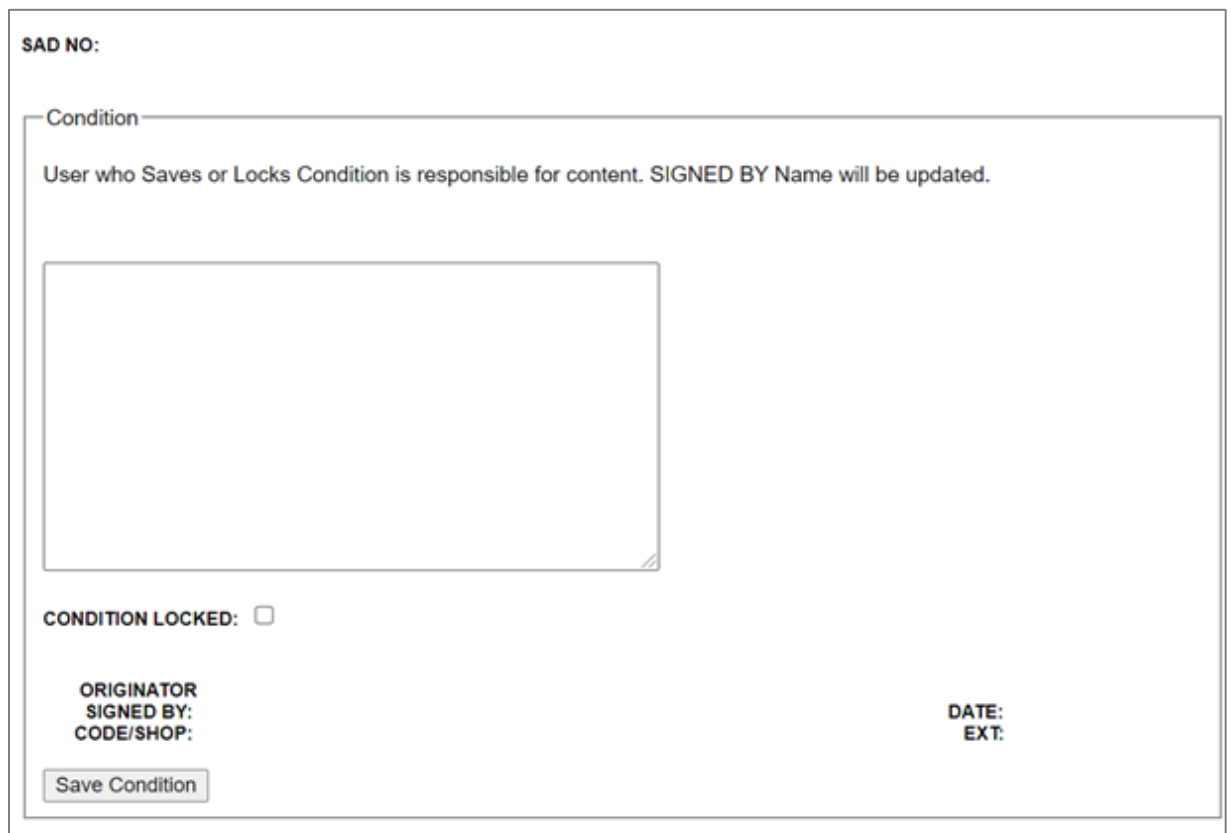
To add a SAD, click the Add SAD button, which is available on the SAD worklist. **Figure 4.1** is an example of a blank SAD.

NOTE: *Users familiar with the Receipt Inspection Management System can compare the SAD functionality to that of the RIDL functionality.*

Figure 4.1

Figure 4.2 A

Figure 4.3 B

Figure 4.4 C

4.1.1 Enter SAD Condition

Complete the Condition section: enter a description of the condition, and check the Condition Locked indicator box. Click the Save Condition button.

The user will automatically be re-directed to the Action Routing for SAD page (see **Figure 4.2**) after locking and saving a Condition or Resolution. This page can also be displayed at any time by clicking the Who has the Next Action button.

If an action is complete, check the Action Complete box and click Save.

Select the recipient for the Next Action and a Description from the dropdowns. A new line for action will be generated upon clicking the Save button, and existing lines may be deleted by clicking the Delete button.

Figure 4.2

The Status of the SAM Record may be changed from this page. Select a Status and click Save Status.

NOTE: *The Save button on this screen does not save a Status. Status changes will be reflected in the Status History page for the record (see **Section 3.5.7**).*

Click the Back button to return to the SAD.

The Resolution fields will now be enabled for the SAD (see **Figure 4.3**).

Figure 4.3

The Save Condition button is now replaced by an Unlock Condition button. If the Condition is unlocked, the Resolution fields will return to a disabled state. A Condition will have to be locked and saved again (see **Figure 4.4**).

Figure 4.4

4.1.2 Enter a SAD Resolution

Before the Resolution can be edited, the SAD Condition must be locked and saved (see **Figure 4.4**).

Completing the Resolution section of the SAD is nearly identical to completing the Condition section. A Resolution can be saved before being locked in order to save the text and Resolution fields entered. Locking and saving the Resolution page will direct the user to the Action Routing for RIDL page. **Figure 4.5** displays the Resolution section. Note that the first SAD on any given record will be provided the option to select if the SAD contains U-NNPI data. Subsequent changes to this selection can be made from the SAD worklist.

Figure 4.5

4.1.3 Closing a SAD

All of the Actions must be marked complete on the Action Routing for SAD page in order to close the SAD.

The SAD may be closed by clicking the Close SAD button.

Once a SAD is closed, it may not be unlocked and is not editable (read-only). The Action Routing for SAD page is not editable (read-only). Reports can still be generated and email notifications can still be sent. **Figure 4.6** shows the Close SAD button.

Figure 4.6

4.2 SAD Tools

Buttons on the SAD page provide access to additional functionality. These functions are described below.

4.2.1 Add/View Attachments

The Add/View Attachment button allows uploading, viewing and deleting of attachments. Attachments on SADs are unique to the SAM Record, not each SAD specifically. Functionality is described in **Section 3.5.3**.

4.2.2 Report

Clicking the Report button displays the SAD PDF Report. Although the Report button exists on each individual SAD, the report contains data from all SADs for the SAM Record.

4.2.3 SAD Worklist

Click the SAD Worklist button for a list of SADs associated with the SAM record. The SAD Worklist is described in **Section 3.5.9**.

4.2.4 Notify Individual

The Notify Individual button displays the SAM Email Notice page (see **Section 3.5.5**).

NOTE: *In order to appear in the "Choose Email" drop-down, the Organization Code field on the user profile must be equal to one of the selections available. This can be modified by hovering [your name] at the top right of any PDREP screen and selecting "Edit Profile".*

4.2.5 Who Has Next Action

The Who Has Next Action button is described in **Section 4.1.1**.

4.3 SAM SAD REQUIRING ACTION

4.3.1 Accessing the SAD Requiring Action Page

To access this screen, either select SAM SAD Requiring Action from the main menu fly-out, or click the SAM SAD Requiring Action tab once in SAM (see **Figure 4.7** & **Figure 4.8**).
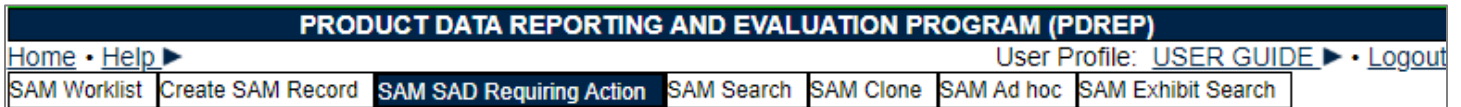
Figure 4.7
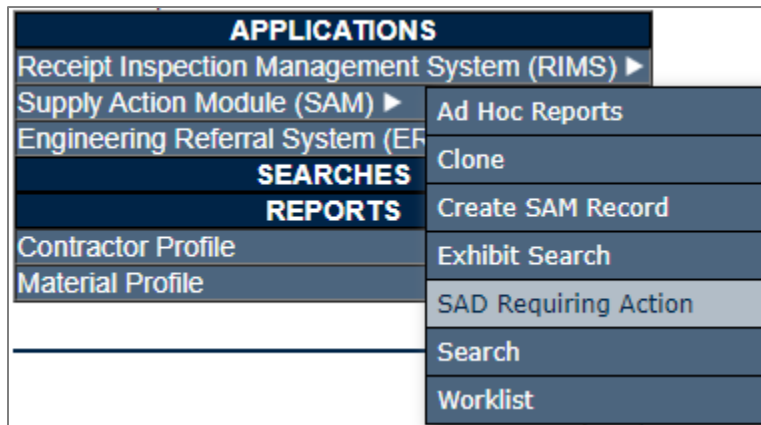
Figure 4.8

4.3.2 Using SAM SAD Requiring Action

SAM SAD Requiring Action contains the following criteria fields: (see **Figure 4.9**)

- The "status" selection box will display only the records for the specified status.

- The date range for the Worklist defaults to the present date minus one year but can be changed if needed.

- To search by Document or Requisition Number, the full document number or a partial number may be entered. A search on a partial value will return results.

- To search by Contract Number, the full Contract Number or a partial number may be entered. A search on a partial value will return results.

- Options in the Action field are the available shipyard codes plus the ALL option.

- Options in the Matl Level Code dropdown are: QA1, QA2, QA3, or QA4 (non-nuclear) and A, C, D, E, or G (nuclear). The Matl Level Codes defaults to blank.

- The Sort field allows you to specify the order by which the results should be displayed. Sort options are: Added Date – Ascending, Added Date – Descending, MIR Serial Number, Status, Material Level, Action, and Contract Number.

- When you have selected the criteria, click "Display Worklist" to view all RIM records matching the criteria entered. A sample set of results is illustrated in **Figure 2.3**.

- Any of the fields in the search results can be sorted in ascending or descending order by clicking on that field heading.

Figure 4.9

Once all criteria are input, press the Display Worklist button to return a list of SAD records that meet the search criteria.

To access a SAD from the list, click on the RCN of the parent SAM record.

5 SEARCHING THE SAM DATABASE

5.1 SAM APL/QPL Search

SAM contains a search tool for searching APL/QPL records.

5.1.1 Accessing SAM APL/QPL Search

To access this screen, either select SAM Search from the main menu fly-out, or click the SAM Search tab once in SAM (see **Figure 5.1** & **Figure 5.2**).

Figure 5.1
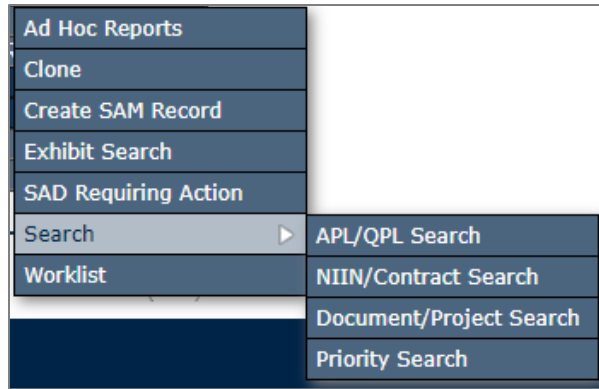
Figure 5.2

5.1.2 Using SAM Search

SAM Search Contains APL/QPL Search, NIIN/Contract Search, Document/Project Search, and Priority Search. All pages react similarly. An example can be seen in **Figure 5.3**.

Figure 5.3

The fields marked with an (M) are considered mandatory. To search, all mandatory fields plus an additional field of any type are required.

Once all criteria are input, press the Search button to return a list of records that meet the search criteria.

5.1.3 SAM Exhibit Search

SAM Exhibit Search functions similarly to the SAM Worklist (see **Section 2.1**) as well as the SAM Searches (see **Section 5.1.2**). The Exhibit Search screen can be seen in **Figure 5.4**.

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Figure 5.4

5.2 SAM Ad Hoc

5.2.1 Accessing SAM Ad Hoc

To access the SAM Ad Hoc report, either select SAM Ad Hoc from the main menu flyout, or click the SAM Ad Hoc tab once in SAM (see **Figure 5.5** & **Figure 5.6**). **Figure 5.7** illustrates the default display of the SAM Ad Hoc Report interface. Instructions on the screen provide additional direction for using the interface for query development.

Figure 5.5

Figure 5.6

Figure 5.7

5.2.2 Using SAM Ad hoc

Please refer to the Ad hoc Search Tool User Guide for assistance using the SAM Ad hoc Tool.

The ad hoc query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets. On-screen instructions are available as a reminder on how to create the ad hoc query. The web page provides a method for users to choose a record type to query, select specific data elements from that record, and base the query on criteria like a date range or code used in the record to get the results.

Users can run the query and adjust it if necessary. The results can be downloaded to a spreadsheet when complete.

The Ad hoc Search Tool User Guide can be located at: **https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm** (see **Figure 5.9**) or can be found by clicking the selection for user guides under the help menu on the top of any PDREP window (see **Figure 5.8**).

Figure 5.8

Figure 5.9

6 SAM EXHIBIT TRACKING

6.1 Adding a New Exhibit

6.1.1 Accessing SAM Exhibit Tracking

To access SAM Exhibit Tracking, click the Exhibit Tracking button on the record page (with the appropriate access level) as seen in **Figure 6.1**. Note that some of the following screenshots were taken in RIMS Exhibit Tracking; the functionality is identical between the two modules.
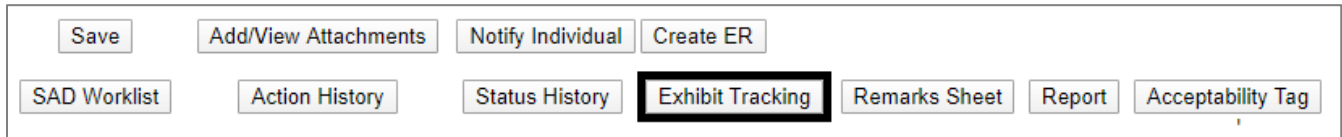
Figure 6.1

6.1.2 Creating the Exhibit Record

After entering RIMS Exhibit Tracking via the button, the Exhibit Tracking worklist will load (see **Figure 6.2**). To add a new exhibit to the record, press the Add Exhibit button.

Figure 6.2

After pressing the Add Exhibit button, the Exhibit Details page will load (see **Figure 6.3**). Input the information related to the exhibit on this page and press Save to save the information.

Figure 6.3

Fields in the Exhibit Details area are as follows:

- **CAGE Code:** CAGE source of the deficient material.

- **Contract Number + Contract No. not provided or is unknown checkbox:** One or the other of these needs to be filled out on the Exhibit record.

- **PQDR Number:** The full PQDR RCN, which includes DODAAC.

- **ER Number:** The full ER RCN – this only allows picking the ER associated with the RIMS record

- **Exhibit Location:** Location of the deficient material.

- **QTY DEF:** Quantity of deficient material.

- **Remarks:** Enter additional information.

NOTE: *Nuclear users: **Do not enter NOFORN into this block***.

Saving the record will refresh the page and more buttons will be available (see **Figure 6.4**).

Figure 6.4

Some of these buttons will not appear for all users. For example, the Delete Exhibit button is not available for most users and is for those with Full Access. The action of these buttons is described below:

- **Back:** Return to the Receipt Inspection Record Add/Edit screen.

- **Save:** Save the information entered on this screen.

- **Close:** Close the Exhibit. Exhibit will be locked and cannot be further edited unless it is reopened.

- **Add Shipment Tracking:** Record a shipment on the exhibit (see **Section 6.1.3**).

- **Add/View Attachments:** Add/View attachments associated with the parent MIR.

- **Delete Exhibit:** Only available for Full Access. Delete the exhibit record.

- **Reopen:** Only available for Full Access. Unlocks the exhibit record and it can be edited (not pictured).

6.1.3 Adding a Shipment Tracking to an Exhibit

After creation of an exhibit, the Add Shipment Tracking button will now be available (see **Figure 6.4**). Click that button to begin adding a Shipment to the Exhibit.

Next, the Shipment Tracking screen will load (see **Figure 6.5**). Add all the relevant information about the shipment on this screen and click the Add Shipment Tracking button at the bottom of the page.

NOTE: *"Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.*

SHIPMENT TRACKING	
	Instructions 1. Enter the required information 2. Click **Add Shipment Tracking** to add the information to PDREP 3. Click **Cancel** to return to Base Page
(M) Requested Date:	04/09/2020
Shipped Date:	04/09/2020
(M) Quantity Shipped:	1
(M) Shipped From (DoDAAC/CAGE):	N39040 Autofill Shipment Info TAC 1 ▾
	PORTSMOUTH NAVAL SHIPYARD
	PORTSMOUTH, NH 03804-5000
SHIP FROM CODE Shipped From Code/Shop:	▾
(M) Shipped To (DoDAAC/CAGE):	N4523A Autofill Shipment Info TAC 1 ▾
	PUGET SOUND NAVAL SHIPYARD
	1400 FARRAGUT AVE
	BREMERTON, WA 98314-5001
Shipped To Code/Shop:	▾
Fund Code:	
Document Code:	<SELECT> ▾
(M) Carrier:	15-UNITED STATES POSTAL SERVICE ▾
Standard Carrier Alpha Code:	
Locally Disposed:	☐
Exhibit Tracking Number:	TRACKING NUMBER
Shipping Comments: **(Max 250 characters)**	Any shipping comments go here
	Add Shipment Tracking Cancel

Figure 6.5

The page will refresh and a few new buttons will appear on the bottom of the page (see **Figure 6.6**). The Update Shipment Tracking button saves any changes made to the page and the Delete Shipment Tracking button will delete the Shipment.

SHIPMENT TRACKING

Instructions
1. Enter the required information
2. Click **Update Shipment Tracking** to add the information to PDREP
3. Click **Cancel** to return to Base Page

(M) Requested Date: 04/09/2020

Shipped Date: 04/09/2020

(M) Quantity Shipped: 1

(M) Shipped From (DoDAAC/CAGE): N39040   Autofill Shipment Info   TAC 1 ▼
PORTSMOUTH NAVAL SHIPYARD

PORTSMOUTH, NH 03804-5000

SHIP FROM CODE Shipped From Code/Shop: ▼

(M) Shipped To (DoDAAC/CAGE): N4523A   Autofill Shipment Info   TAC 1 ▼
PUGET SOUND NAVAL SHIPYARD
1400 FARRAGUT AVE

BREMERTON, WA 98314-5001

Shipped To Code/Shop: ▼

Fund Code:

Document Code: <SELECT> ▼

(M) Carrier: 15-UNITED STATES POSTAL SERVICE ▼

Standard Carrier Alpha Code:

Locally Disposed: ☐

Exhibit Tracking Number: TRACKING NUMBER

Shipping Comments:
(Max 250 characters)
Any shipping comments go here

Update Shipment Tracking   Delete Shipment Tracking   Cancel

Figure 6.6

Clicking on the Cancel button will return to the Exhibit Details page, but now the Shipment will be located on the bottom (see **Figure 6.7**). To view the shipment again, click the blue record number on the left hand side of the shipment row.

Fields on the Shipment Tracking screen are as follows:

- **(M) Request Date:** Date the material was requested to be moved.

- **(M) Shipped Date:** Date the material was taken from its location.
- **(M) Quantity Shipped:** Quantity of the material moved.
- **(M) Shipped From (DODAAC/CAGE):** The DODAAC or CAGE of the shipper (ex: a Shipyard).

NOTE: *"Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.*

- **Shipped from Code/Shop:** The Shop or Code receiving the shipment.
- **(M) Shipped to (DODAAC/CAGE):** The DODAAC or CAGE of the receiver
  (ex: a Shipyard, NAVSUP, Vendor etc.).

NOTE: *"Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.*

- **Shipped to Code/Shop:** The Shop or Code receiving the shipment.
- **Fund Code:** Fund code of the shipment.
- **Document Code:** The type of document the material is being shipped on.
- **(M) Carrier:** The carrier that is being used to ship the material.
- **Standard Carrier Alpha Code:** A two-to-four letter identification used by the transportation industry to identify freight carrier in computer systems and shipping documents such as Bill of Lading, Freight Bill and Packaging List. See **Appendix 5** for list of common carriers.
- **Locally Disposed:** Select if local disposal has been authorized.
- **Exhibit Tracking Number:** Shipment carrier tracking number.
- **Shipping comments:** Any additional comments or remarks concerning the shipment.

NOTE: *For Nuclear users,* ***do not enter NOFORN into this box****.*

Edit Exhibit Details

| Back | Save | Close | Add Shipment Tracking | Add/View Attachments | Delete Exhibit |

Basic Information

SERIAL NO.: 21055-A01
MATERIAL DESCRIPTION: USER GUIDE DESCRIPTION 1
DOCUMENT NUMBER: PLACEHOLDER12
NSN: KK-9999-99-999-9999-K9

MATERIAL LEVEL CODE: QA 2

Exhibit Details

ET SERIAL NUMBER: 3361

ORIGINATOR: MROBI5
CODE/SHOP: REP

DATE: 01/21/2022
EXT: 6550

CAGE CODE: 81316   Lookup CAGE
(CM)CONTRACT NUMBER: PLACEHOLDER12
(CM)Contract No. not provided or is unknown: ☐
(CM) PQDR NUMBER N39040220001
(CM) ER NUMBER ▾
(CM) SDR NUMBER
(M)EXHIBIT LOCATION: EXHIBIT LOCATION   **HOLD:** ☐
(M)QTY DEF: 1

REMARKS: Remarks for the Exhibit Go Here

| Back | Save | Close | Add Shipment Tracking | Add/View Attachments | Delete Exhibit |

Shipment Trackings:

Record/Exhibit Number	Requested Date	Shipped To Code	Shipped Date	Shipping Code	Shipping Number	Carrier	Fund Code	Comments
71663	01/21/2022		01/21/2022		TRACKING NUMBER	15		Any shipping comments go here

Figure 6.7

6.1.4 Returning to the Exhibit Tracking Worklist

Backing out one more time will return to the Exhibit Tracking worklist (see **Figure 6.8**). From there, you can add another exhibit if required or return to the material inspection record by hitting the Back button.

Figure 6.8

6.2 Exhibit Tracking Search

For users with Supply and Full Access, the ability to run searches on Exhibits written in SAM is available through the SAM Exhibit Search tab (See **Figure 6.9**). This page runs similarly to the SAM Worklist. For instructions regarding the SAM Worklist, see **Section 2.1**.

Figure 6.9

On this page, you can insert an Exhibit Serial Number that you know to go directly to the record by typing it in the "ET Serial Number" box and clicking the Go to Exhibit button. Otherwise, to load the

worklist, type in your criteria and click on display worklist. See below for filter criteria information. Search results display as seen in **Figure 6.10**.

- **DODAAC:** Mandatory search term. Defaults to the user's primary DODAAC but any DODAAC can be used.

Minimum search results can be obtained by entering just the DODAAC and setting a date range (defaults to a one-year range).

- **Status:** Selection for a particular status of the records.

- **Document Number:** A full or partial document number may be entered to return results.

- **Contract Number:** A full or partial contract number may be entered to return results.

- **Serial Number:** A full or partial exhibit tracking serial number may be entered to return results.

- **Record Type:** Displays "RIM" for RIMS and "SAM" for SAM. If the user has RIMS access as well as SAM access, RIMS exhibits may also be queried and entered via this screen.

- **Exclude held Exhibits:** Checking this block will exclude all exhibits that have the hold block checked (see **Figure 6.7**).

- **QA Code:** A selection for Exhibits associated with certain Material Levels of material.

- **Sort:** Allows for selection for the order by which the results should be displayed.

Result count: 3
Exhibit Worklist Download: Click here to download data in spreadsheet

ET Serial Number	Serial Number	PQDR Number	QA Code	Contract Number	Document Number	ER Number	NIIN/NICN/LSN	Material Description	Exhibit Location	Quantity	Added Date	Exhibit Closer
3121	20084001		QA 1	PLACEHOLDER12	20901234		123456789	VALVE, GLOBE	Exhibit Location	1	03/27/2020	
3161	20126A01		QA 2					WASHER, LOCK	TEST	4	05/21/2020	
3321	21028A02		QA 3					MONKEY WRENCH	1234	2	05/26/2021	

Figure 6.10

Clicking on the ET Serial Number on the left-hand side will open the exhibit record (see **Figure 6.3**).

NOTE: *The Navigation Tabs (top of **Figure 6.9**) will disappear upon backing out of the record. This is normal behavior. Return to the PDREP Home Page and Re-Enter SAM to go to different areas of the SAM Application.*

7 SUMMARY

This concludes the Supply Action Module (SAM) user guide.

The PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth maintains content provided within this document.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding the SAM module or this guide should: Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535

8   APPENDIX 1 – REPORT VIEWS

NOTE: *Some Nuclear SAM Reports will be accompanied by a "NOFORN" Label on the top and bottom of the report.*

1. APL/QPL

APL/QPL			RCN: N39040-18-0031
REQUISITION NUMBER	**REQUISITION QUANTITY**	**JOB ORDER**	**KEY OP**
123456 789123	1 1	123 123	456 456

PROJECT BULK RI	**QA CODE** A		**MAT'L RECEIVED DATE** 07/16/2018
COG	**FSC** 4820	**NIIN** 111111111	**SMIC** L1

MATERIAL DESCRIPTION
PAINT

PART NUMBER
001

CONTRACT NUMBER	**CONTRACT ITEM NUMBER**	**CAGE CODE**	**MFR CAGE CODE**	**QUANTITY**
PLACEHOLDER12 PLACEHOLDER12	001 002	CPARS CPARS		1 1

REQUEST FOR EVALUATION
PDREP User Guide Text

SUPPLY: AUTHORIZED SIGNATURE/DATE
User's Digital Signature & Date

QUANTITY REPORTED 1	**QUANTITY ACCEPTED** 1	**QUANTITY REJECTED** 0
MATERIAL SPECIFICATION MIL-SPEC-####	**LAB TEST REQUIRED** NO	
LAB TEST SERIAL NUMBER 123456789	**LAB TEST DATE** 07/16/2018	**MATERIAL ACCEPTABLE** YES

DISPOSITION
Material Disposition

ENGINEER: AUTHORIZED SIGNATURE/DATE
User's Digital Signature & Date

CLOSER: AUTHORIZED SIGNATURE/DATE
User's Digital Signature & Date

2. Material Assessment

MATERIAL ASSESSMENT			RCN: N39040-18-0032

REQUISITION NUMBER	REQUISITION QUANTITY	JOB ORDER	KEY OP
123456	1	1234	456

PROJECT	QA CODE	MAT'L RECEIVED DATE	
BULK RI	A	07/17/2018	

COG	FSC	NIIN	SMIC
	4820	111111111	L1

MATERIAL DESCRIPTION
PAINT

CONTRACT NUMBER	CONTRACT ITEM NUMBER	CAGE CODE	MFR CAGE CODE	QUANTITY
PLACEHOLDER12	001	CPARS		1

TECHNICAL WORK DOCUMENT SERIAL NUMBER
123456789

QUANTITY REPORTED	QUANTITY ACCEPTED	QUANTITY REJECTED
1	1	0

CORRECTIVE ACTION COMPLETE: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

QA REVIEW REQUIRED	PHYSICAL INSPECTION REQUIRED
YES	YES

**QA REVIEW/PHYSICAL INSPECTION: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

** The person signing for an action verifies, based on personal observation, certified records or direct report from watchstanders, and certifies by their signature that the action has been performed in accordance with the specified requirements.

CLOSER: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

3. Material Screening

MATERIAL SCREENING			RCN: N39040-18-0036
SCREENING SERIAL NUMBER 123456	**SCREENING DATE** 07/26/2018	**QDM TASKING SERIAL NUMBER**	**QDM TASKING DATE**

REQUISITION NUMBER	REQUISITION QUANTITIY	JOB ORDER	KEY OP
123456 789123	1 1	123 123	456 456

PROJECT BULK RI	QA CODE A	MAT'L RECEIVED DATE 07/26/2018	
COG	**FSC** 4820	**NIIN** 111111111	**SMIC**

MATERIAL DESCRIPTION
PAINT

PART NUMBER
001

CONTRACT NUMBER	CONTRACT ITEM NUMBER	CAGE CODE	MFR CAGE CODE	QUANTITY
PLACEHOLDER12 PLACEHOLDER12	001 002	CPARS CPARS		1 1

STOCK SCREENING RESULTS
Stock Screening Results

TECHNICAL WORK DOCUMENT SERIAL NUMBER
123456

QUANTITY REPORTED 10	QUANTITY ACCEPTED 10	QUANTITY REJECTED 0

CORRECTIVE ACTION COMPLETE: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

QA REVIEW REQUIRED YES	PHYSICAL INSPECTION REQUIRED YES

**QA REVIEW/PHYSICAL INSPECTION: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

** The person signing for an action verifies, based on personal observation, certified records or direct report from watchstanders, and certifies by their signature that the action has been performed in accordance with the specified requirements.

CLOSER: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

4. QDM

QDM			RCN: N39040-18-0037
SCREENING SERIAL NUMBER 123456	**SCREENING DATE** 07/31/2018	**QDM TASKING SERIAL NUMBER** 987654321	**QDM TASKING DATE** 07/26/2018

REQUISITION NUMBER	REQUISITION QUANTITIY	JOB ORDER	KEY OP
123456 789123	1 1	123 123	456 456

PROJECT BULK RI	QA CODE A		MAT'L RECEIVED DATE 07/26/2018
COG	**FSC** 4820	**NIIN** 111111111	**SMIC**

MATERIAL DESCRIPTION
PAINT

CONTRACT NUMBER	CONTRACT ITEM NUMBER	CAGE CODE	MFR CAGE CODE	QUANTITY
PLACEHOLDER12 PLACEHOLDER12	001 002	CPARS CPARS		1 1

TECHNICAL WORK DOCUMENT SERIAL NUMBER
1234567899

QUANTITY REPORTED 10	QUANTITY ACCEPTED 10	QUANTITY REJECTED 0

CORRECTIVE ACTION COMPLETE: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

QA REVIEW REQUIRED NO	PHYSICAL INSPECTION REQUIRED YES

**QA REVIEW/PHYSICAL INSPECTION: AUTHORIZED SIGNATURE/DATE
[User Digital Signature]   [Date]

** The person signing for an action verifies, based on personal observation, certified records or direct report from watchstanders, and certifies by their signature that the action has been performed in accordance with the specified requirements.

CLOSER: AUTHORIZED SIGNATURE/DATE
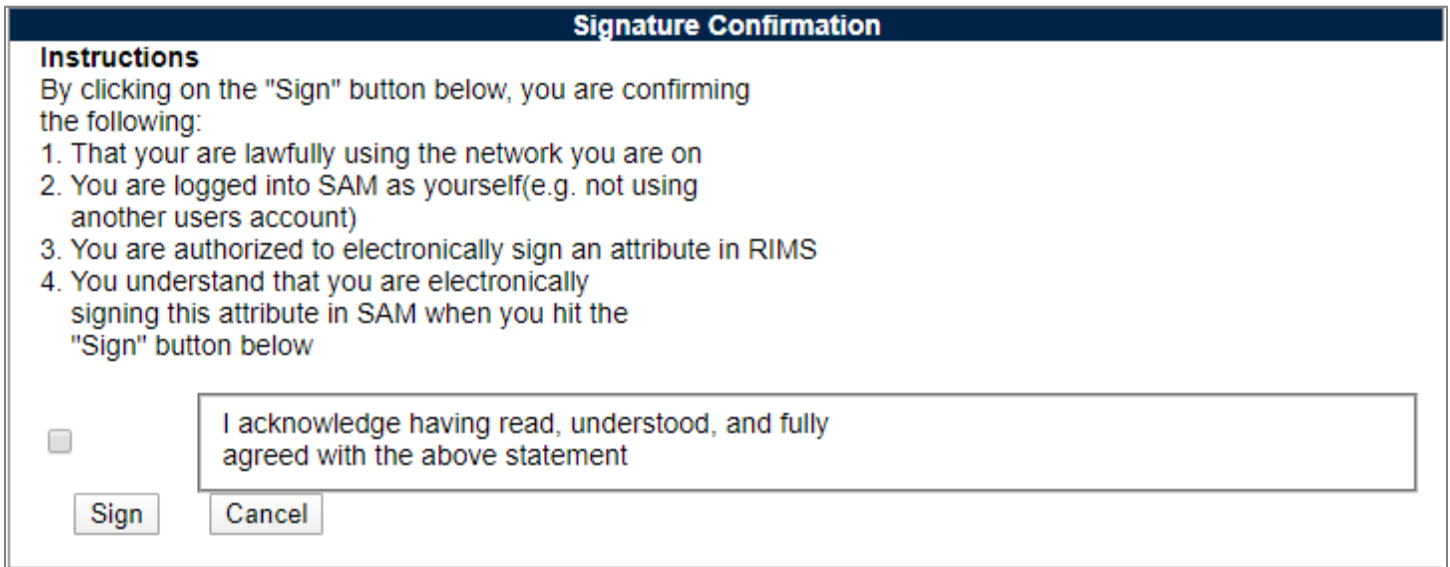[User Digital Signature]   [Date]

9 APPENDIX 2 – DIGITAL SIGNATURES

Digital Signatures are used across the SAM Module to sign off the various signatures required for each step on a SAM Record. For the SAM Records themselves, they are CAC-enabled digital signatures that use the certificate from the CAC that is used to log-in to the PDREP system, and for SADs, they are plain signatures that do not use the CAC and are based off the user's PDREP profile.

When performing a CAC-enabled digital signature, a Signature Confirmation screen displays (see **Figure A 2.1**).

Signature Confirmation

Instructions
By clicking on the "Sign" button below, you are confirming the following:
1. That your are lawfully using the network you are on
2. You are logged into SAM as yourself(e.g. not using another users account)
3. You are authorized to electronically sign an attribute in RIMS
4. You understand that you are electronically signing this attribute in SAM when you hit the "Sign" button below

☐ I acknowledge having read, understood, and fully agreed with the above statement

[Sign] [Cancel]

Figure A 2.1

To perform the signature, the checkbox must be checked, and the user must click Sign.

10 APPENDIX 3 – COMMON STANDARD CARRIER ALPHA CODES

SCAC	Carrier name
MSCU	MEDITERRANEAN SHIPPING COMPANY
ALLV	ALLIED VAN LINES
ARFW	AMERICAN FREIGHTWAYS
BAXG	BAX GLOBAL
BNAF	BAX GLOBAL (air)
CBNP	CARBONITE LOGISTICS
CDNK	Celadon
CMDU	CMA CGM
COSU	Coscon Container Lines
COTO	Country Transport
ELOI	Ease Logistics
CSXT	CSX TRANSPORTATION
CWCE	CON-WAY CENTRAL EXPRESS
CWIM	CON-WAY INTERMODAL
CWSE	CON-WAY SOUTHERN EXPRESS
CWWE	CON-WAY WESTERN EXPRESS
DMLI	Diamond Logistics
DOLR	DOT-LINE TRANSPORTATION
EGLV	Evergreen
EWCF	EMERY WORLDWIDE
EXPD	Expeditors International Ocean
FDCC	FedEx Custom Critical
FDEG	FEDEX GROUND
FDEN	FEDEX (AIR)
FXFE	FedEx Freight
FLJF	FLT LOGISTICS LLC
FXFE	FedEx LTL Freight East
FXFW	FedEx LTL Freight West (formerly VIKN - Viking)
FXNL	FedEx Freight National (formerly Watkins)
GMLS	R and L Carriers
GPTC	G & P Trucking, Inc.
HOYO	HOYER Deep Sea
INML	INTERMODAL SERVICES
KHNN	KUEHNE + NAGEL
LDYN	Logistic Dynamics, Inc.
MAEU	Maersk Line
MCPU	MCC Transport Singapore Pte Ltd.
MGMC	MGM TRANSPORT
MTEN	Marten Transport LTD.
NAFT	NATIONAL FREIGHT
NAVI	North American Van Lines, Inc.
NXPL	National Xpress Logistics
NYKS	NYK
ODFL	OLD DOMINION FREIGHT LINE
OOLU	Orient Overseas Container Line

PAYL	PAYSTAR LOGISTICS
PFLP	PACIFIC LOGISTICS CORP
PDME	PIEDMONT EXPRESS
PLGQ	Precision Logistics Group
PRIJ	Prime Inc.
PRML	Prime Logistics & Intermodal
RDSS	Rail Delivery Services, Inc.
SAFM	Safmarine
SCNN	Schneider National
SNCY	Schneider National
SNLU	Schneider National
SUDU	Hamburg Süd
SWFT	SWIFT TRANSPORTATION
TCKM	Truckers America
TPNW	Triple A Logistics
TRKU	TURKON LINE INC
UDRY	USAW - USA Logistics
UPGF	UPS FREIGHT (FKA Overnite Transportation Co / OVNT)
UPSN	United Parcel Service
UPSS	United Parcel Service
UPSC	United Parcel Service
UPSZ	United Parcel Service
USAU	U.S. Government
USAX	U.S. Government
UQEP	UNIQUE EXPRESS
USIT	USA Truck
USNW	U.S. Northwest Express or USNW Express
USPS	United States Postal Service
USXI	U.S. Xpress
VLOQ	VANEDGE LOGISTICS
VSRD	Vistar Transportation Ltd.
XPOL	XPO Logistics