SPPI Bulletin

User Guide
29 January 2024

TABLE of CONTENTS

Click link to navigate to a specific section of the guide

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 Supplier Performance and Product Information (SPPI) Bulletin module 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.

REFERENCES

- SECNAV 4855.3C

  Secretary of the Navy Instruction 4855.3, Product Data Reporting and Evaluation

  Program

- NAVSO P-3683

  Navy Standard Operating Procedure 3683 (NAVSO P-3383), Navy and Marine

  Corps Product Data Reporting and Evaluation Program

- SECNAV Instruction 4855.3

  Secretary of the Navy Instruction 4855.3, Product Data Reporting and Evaluation

  Program

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) SPPI Bulletin module. 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 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 the Bulletin application is determined by the User's Access Level. PDREP has several Access Levels for Bulletin:

Role	Functions
No Access	If a user does not have access to the PDREP SPPI Bulletin application, the program link will not appear on the user's PDREP Main Menu.
View Access	User is permitted to search and view data in the SPPI Bulletin module. No ability to create new records or edit existing records
Non-Management	User is permitted to search and view data in the SPPI Bulletin module. Provides functionality to create and edit Notification records entered by the individual.
Management	User is permitted to search and view data in the SPPI Bulletin module. Provides functionality to create, edit, revise, or cancel any Bulletin or Notification record created within assigned DoDAAC
Full Access	Access Reserved for PDREP administrators only.

Table 1

2 SPPI BULLETIN PURPOSE

The SPPI Bulletin is a vehicle to convey concern about potential material failures and/or material nonconformity, to include suspect or confirmed counterfeit materiel. This can also include, supplier-performance issues identified as a result of audits, surveillances, or oversights; and identified risks that may preclude the availability of materiel in support of ship construction and maintenance.

SPPI Bulletins are generated only by the Significant Material/Supplier Investigation (SMSI) Coordinator. SPPI Notifications are notices to alert the Significant Material/Supplier Investigation (SMSI) Coordinator of potential issues that may warrant additional investigation; any individual who has access to the SPPI Application may submit an SPPI notification. When the SMSI receives the notification, they will work collaboratively with additional Product Quality Teams to determine the validity and/or significance of the issue and provide recommendations for appropriate action to meet requisite quality requirement.

3 MAIN PDREP APPLICATION SCREEN

When you have logged in, the PDREP Home page will display (see **Figure 3.1**). You may not see all of the options listed depending on your level of access.

Please refer to PDREP User Access Request and Login Procedures or contact your PDREP Coordinator for further clarification.

UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION

PDREP
Product Data Reporting and Evaluation Program

Welcome,   Last Logon:
Home · Help ▶   User Profile ▶ · Logout

APPLICATIONS
ADMIN Links ▶
Batch Upload ▶
SPPI Bulletins (SB) ▶
Contract Award and Delivery Data (CAD) ▶
Corrective Action Request (CAR) ▶
Controlled Industrial Material (CIM) Search ▶
Customer Service Request (CSR) ▶
Material Inspection Record (MIR) ▶
Product Quality Deficiency Report (PQDR)▶
QALI/Letter of Delegation (LOD) ▶
Special Quality Data (SQD) ▶
Supplier Audit Program (SAP) ▶
Supply Discrepancy Report (SDR) ▶
Surveillance Plan (SP) ▶
Survey (Pre/Post Award) ▶
Test Records ▶
Virtual Shelf (VSF)
Warranty ▶

SEARCHES
CAGE ▶
DODAAC ▶
DUNS ▶
External Links ▶
FSC ▶
GIDEP ▶
NAVSUP Level I/SUBSAFE Stock Search ▶
NSN ▶
PDREP Search
Qualified Product List ▶
Requisition ▶
Routing Identifier Code ▶
UII Search
User Search▶

REPORTS
Contractor Profile
Material Profile

Recently Accessed Record(s)

Figure 3.1

3.2 Finding the Flyouts

Hovering the mouse pointer over any PDREP Application located on the upper left portion of the screen will generate a list of sub-links for that application (see **Figure 3.2**). The actual flyout menu links displayed will reflect the access level of the user.

Figure 3.2

4   SPPI BULLETIN AD HOC

4.1   Ad Hoc Tool

Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search Tool User Guide for assistance using the SPPI Bulletin Ad Hoc Tool (see Figure 4.1).

Figure 4.1

4.2 Querying the Ad Hoc

The Ad Hoc query generator may be used to generate a variety of reports; all results are downloadable to Microsoft Excel spreadsheets. On screen instructions are available as a reminder on how to create an 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 date range or code used to generate results (see **Figure 4.2**). Users may run queries and adjust the data elements to generate new reports by returning to the Ad Hoc Report page.

Figure 4.2

5 CREATE/EDIT SPPI NOTIFICATIONS

5.1 Purpose of a SPPI Notification

A user would select Create SPPI Notification from the SPPI Bulletin fly-out (see **Figure 5.1**) if they had received multiple defective/ deficient items or commodities during receipt by the same vendor or supplier. This notification is the sent to designated authorities for additional discovery. Any user who has access to process an SPPI notification can, with good cause, submit an SPPI notification for further review.

Figure 5.1

5.2 Data Fields

The mandatory fields (M) required for creating a complete Notification are outlined below in **Figure 5.2**. User identification details are auto populated based on PDREP account user information.

(M) **Date:** Date of issue for Notification, auto filled by application.
(M) **POC Name:** Name of the individual who is creating the SPPI Notification.
(M) **POC Phone Number:** Office number with voicemail or equivalent phone contact.
(M) **POC Email:** Email address of Notification creator.
(M) **Location of issue:** Brief description of where the issue occurs. Will vary depending on the nature of the deficiency.
(M) **Description of Issue:** Description and/or identification of the defective/ deficient items or services provided.
(M) **Submitted By:** Notification must include digital signature of creator (CAC/PKI).
(M) **Submit to SYSCOM:** Select the relevant SYSCOM to notify of the issue.

Figure 5.2

Non-mandatory fields that may be completed to create an informationally complete Notification are:

Program Type: Acquisition category of defective/ deficient item.
Contract Number: Identification number of the contract under which the defective/ deficient item or commodity was purchased or re-worked.
CAGE Code: 5-Digit manufacturer/ vendor number that supplied the defective/ deficient item or commodity.
FSC: Federal Supply Class of the actual failed part.
NIIN: National Item Identification Number of the Actual Failed Part on the Deficient Item reported.
Specification: Item design requirements outlined within the contracted agreement for the defective/ deficient item of commodity.

5.3 Attachments

To include pertinent documentation regarding the Bulletin, a user may need to upload appropriately sensitive files by clicking the "Add/View Attachments" button located at the bottom of the Create Notification page (see **Figure 5.3**). Selecting this option will direct the user to a page with instructions for uploading or viewing attachments. Once an attachment has been added a visible notation will populate on the Notification. For more information on adding attachments, please refer to the "Attaching a file in PDREP" user guide available on the PDREP website.

Figure 5.3

5.4 Exiting the "Create Notification" Page

After filling out the mandatory data fields, relevant optional fields, and attaching any necessary files, the user may submit the Notification for further review. To send the Notification to a specific individual, select "Notify Individual". To direct the Notification to the designated authorities within the SYSCOM, select "Notify SYSCOM". See **Figure 5.3**.

6 CREATE/EDIT SPPI BULLETINS

6.1 Purpose of a Bulletin

While similar in design to the SPPI Notification, creating an SPPI Bulletin is available only to designated SYSCOM representatives. A Bulletin is created with the intention of widespread distribution to alert acquisition and end user receivers of potential quality issues, supplier

monitoring and newly implemented quality plans. Selecting the "Create SPPI Bulletin" from the SPPI Bulletin fly-out menu (see **Figure 6.1**) will take you to the correct location to generate an SPPI Bulletin.
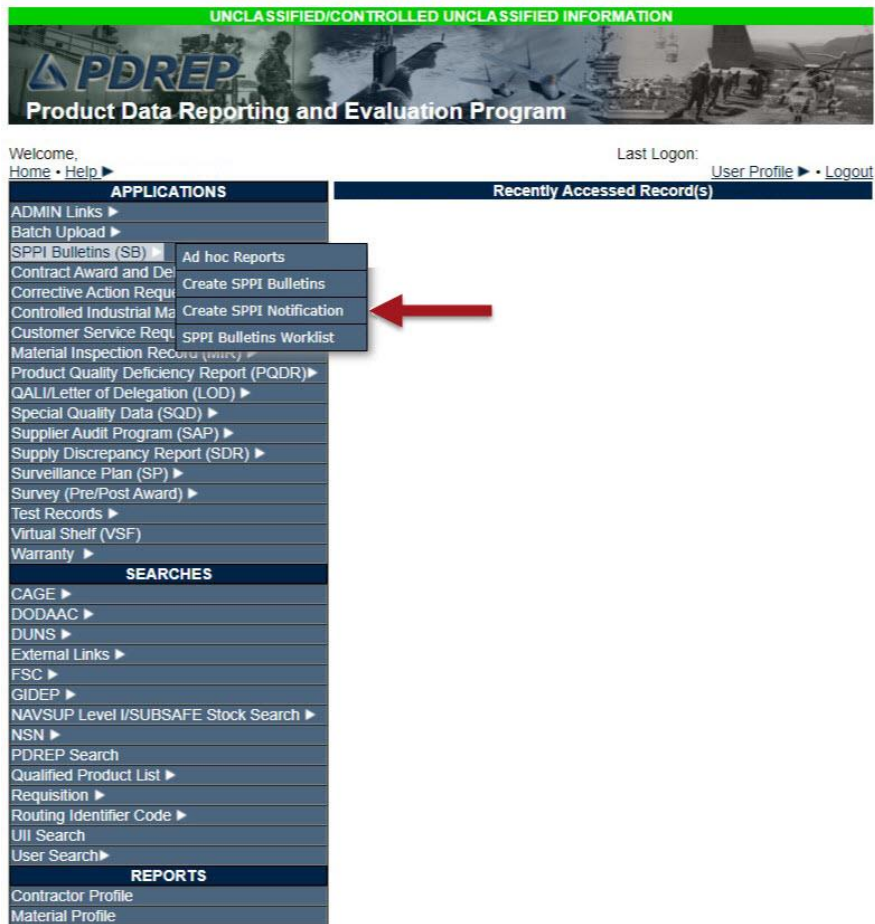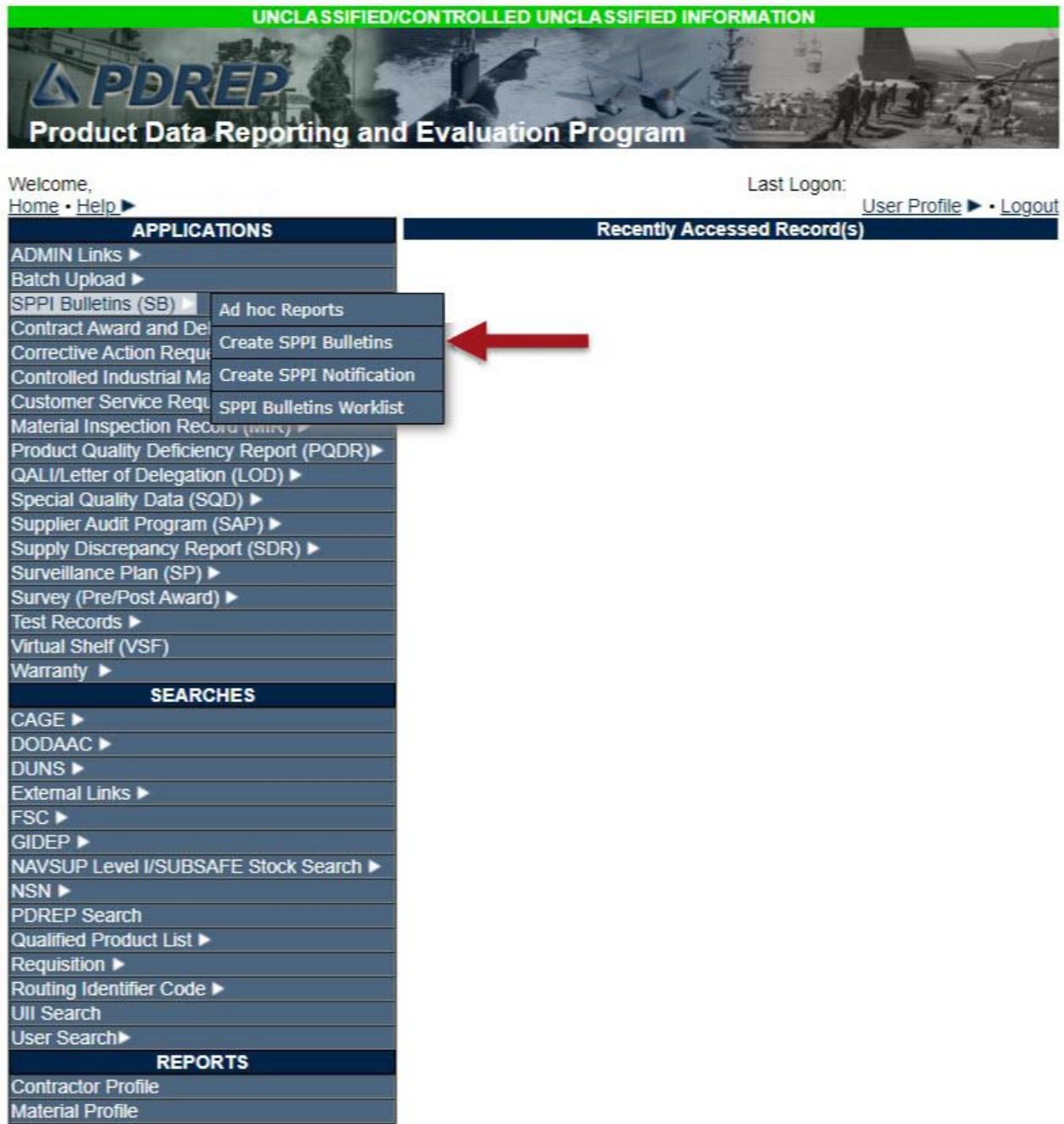

Figure 6.1

6.2 Data Fields

Mandatory fields (M) required for creating a Bulletin are outlined below (see **Figure 6.2**). User identification details are auto populated based on PDREP account user information. The information requested is necessary to create comprehensive picture of the Bulletin's subject for users up and down the information stream. These can be updated during the creation process:

(M) **Date**: Date that Bulletin is created, auto filled by application.
(M) **Effective Date:** Date from which information contained within Bulletin is applicable.
(M) **Review Date:** Date by which the subject of the Bulletin should be reevaluated or revisited after corrective action.
(M) **SYSCOM:** The originating SYSCOM of the Bulletin.
(M) **Status:** Status options are Active, Inactive, or Expired. The default selection is "Active".
(M) **Subject:** Brief description of the topic of concern or reason for the Bulletin.
(M) **Scope:** The extent to which the issue extends throughout affected agencies.
(M) **Background:** Information required to provide overall understanding of the issue pertaining to the defective/ deficient item or commodity.
(M) **Current Status:** A description of where things stand as pertaining to the subject of the Bulletin. Situationally dependent.
(M) **Recommended Action:** Steps to be taken or information to be aware of moving forward, addressed to the Bulletin's recipients. Situationally dependent.
(M) **Submitted By:** Bulletin must include the digital signature of the creator (CAC/PKI).

Figure 6.2

Non-mandatory fields may be necessary to create an informationally complete Bulletin and should be completed if possible. These include:

Program Type: Acquisition category applicable to Bulletin content.
Contract Number: Identification number of the contract under which the defective/ deficient item, commodity, or service was purchased or re-worked.
CAGE Code: 5-Digit manufacturer/ vendor number that supplied the defective/deficient item, commodity, or service.
FSC: Federal Supply Class of the defective/ deficient item or commodity.
NIIN: National Item Identification Number of the defective/ deficient item or commodity.

Specification: Item design requirements outlined within the contracted agreement for the defective/ deficient item of commodity.

6.3 Add/View Attachments

To include pertinent documentation regarding the Bulletin, a user may need to upload appropriately sensitive files by clicking the "Add/View Attachments" button located at the bottom of the Create Bulletin page (see **Figure 6.3**). Selecting this option will direct the user to a page with instructions for uploading or viewing attachments. Once an attachment has been added a visible notation will populate on the Bulletin. For more information on adding attachments, please refer to the "Attaching a file in PDREP" user guide available on the PDREP website.
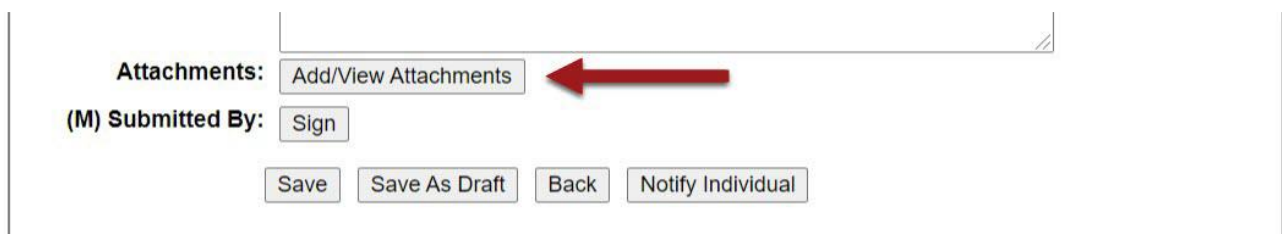
Figure 6.3

6.4 Exiting the "Create Bulletin" Page

If you wish to exit without submitting, selecting the "Back" button on the bottom of the Create/EDIT SPPI Bulletins page will return you to the SPPI Bulletins Worklist page (see **Figure 6.3**). *(Note: if you have not saved your bulletin at least one time, utilizing the back button will discard the bulletin you have returned from.)*

It is possible to save your Bulletin as a draft by selecting the "Save as Draft" button; however, all mandatory fields will need to be populated in order to save.

Selecting "Save" will save the data entered and submit the Bulletin for distribution. Please ensure all data is accurate and properly entered before selecting "Save".

Selecting "Notify Individual" will allow the bulletin to be sent to the desired SMSI individual/s (as outlined in SPPI Purpose above). Also, you may select which attachments you would like to send to the recipients.

7 SPPI BULLETIN WORKLIST

Users can view previously entered records by searching by the various data elements, such as: Cage, Contract Number, FSC, NIIN, Program Type, or Date Range from the SPPI Bulletins Worklist (see **Figure 7.1**). Dates are a mandatory field and are auto populated but may be changed by the user to narrow or broaden the search range. Click "Display Worklist" button to view records.

Supplier Performance and Product Information (SPPI) Bulletins (SB) Worklist

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. Click the **Display Worklist** button

Bulletin Serial Number: [   ]

CAGE Code: [   ]   Contract Number: [   ]

FSC: [   ]   Status: [ACTIVE ▾]

NIIN: [   ]   SYSCOM: [1-NAVSEA ▾]

Specification: [-SELECT- ▾]

(M)Start Date: [12/07/2018]   (M) End Date: [12/07/2021]

Program Type:
- [ ] Naval Nuclear Propulsion Program (ANSTR-2000)
- [ ] Level I/SUBSAFE
- [ ] Deep Submergence Systems Program
- [ ] Nuclear Plant Material
- [ ] Complex/Critical
- [ ] Non-Critical, Non-NSEP
- [ ] CIM
- [ ] Navy Propulsion Program
- [ ] SUPSHIP - Huntington Ingalls Industries
- [ ] SUPSHIP - Electric Boat
- [ ] Fly-By-Wire
- [ ] ALRE
- [ ] NASA
- [ ] Other

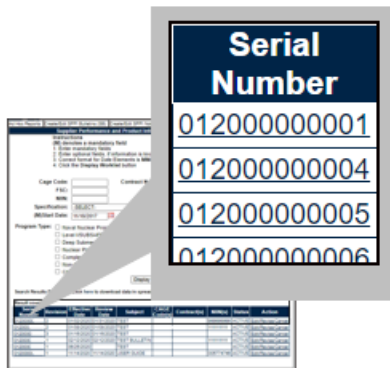[Display Worklist]

Figure 7.1

A list of existing records is returned (see **Figure 7.2**). Results can be sorted by ascending or descending order by clicking the desired column header.

Figure 7.2

To view the Bulletin record, click on the Bulletin Serial Number link (see **Figure 7.3**).

Figure 7.3

An un-editable html version of the bulletin will appear (see **Figure 7.4**).

Supplier Performance and Product Information (SPPI) Bulletin (SB)

Serial Number: 012000000004
Version Number: 2
SYSCOM Code: 1-NAVSEA
Created Date: 01/08/2020
Effective Date: 01/08/2020
Review Date: 01/08/2020
Status: ACTIVE

Subject: TEST

Scope: TEST TEST TEST

Program Type(s):

Naval Nuclear Propulsion Program (ANSTR-2000): NO   Navy Propulsion Program: NO
Level I/SUBSAFE: NO   SUPSHIP - Huntington Ingalls Industries: NO
Deep Submergence Systems Program: NO   SUPSHIP - Electric Boat: NO
Nuclear Plant Material: NO   Fly-By-Wire: NO
Complex/Critical: NO   ALRE: NO
Non-Critical, Non-NSEP: YES   NASA: NO
CIM: NO   Other: NO

Material/Supplier Items

CAGE Code   Contract Number   FSC   NIIN   Specification
71905   N4511220D1111   9999   111111111   688-1864

Background: TEST

Current Status: TEST TEST

Recommended Actions: TEST TEST TEST

Creator Signature: HUSSEY.ASHLEY.TARA.1472624926
Creator Signature Date: 01/08/2020

Attachments

File Name   File Description   Comments
                                             Supplier Performance and Product Information
MaterialSupplierBulletin_012000000004_1.pdf (SPPI) Bulletin (SB) Signed 01/08/2020   NONE

Figure 7.4

To Edit/Revise a Bulletin, click the "Edit/Revise/Cancel" link for the record on the right-hand side of the displayed search results (see **Figure 7.5**). *(Note: this option will only display if the user has the proper Access Level authorization.)* The Add/Edit form displays. Refer to section Create/Edit Bulletins or Create/Edit Notifications for further direction on editing/revising. *(Note: the "Cancel" option is only available for Notifications.)*

Figure 7.5

8   SUMMARY

This concludes the SPPI Bulletin 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 SPPI Bulletin module or this guide should be directed to the PDREP Customer Support Desk.