

Department of Defense
Past Performance Information Retrieval System-
Statistical Reporting
Next Generation
(PPIRS-SR NG)
for
Awardees/Contractors



Software User's Manual

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PPIRS-SR NG 3.2.3 for Awardees/Contractors Document Acceptance

The undersigned agree this Past Performance Information Retrieval System (PPIRS) for Awardees/Contractors Version 3.2.3 accurately describes PPIRS-SR NG Secure contractor Logon account creation.

Project Manager

Record of Versions and Changes

Document Version #	Version Date	Detailed Description of Change
1	JUN 2014	Baseline document
2	DEC 2016	Updates for V3.2.3

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1. WHAT IS PPIRS-SR NG ?

Past Performance Information Retrieval System Statistical Reporting Next Generation (PPIRS-SR NG) provides past delivery and quality performance information for commodities including contracts under the mandatory reporting thresholds established in the DFARS. The sources of data include: the Department of Navy's Product Data Reporting and Evaluation Program (PDREP) for quality and delivery, the Air Force's JO18 Contract Reporting System (delivery), the Joint Deficiency Reporting System (JDRS) for Joint Services Aviation PQDRs, and DLA's Enterprise Business System's (EBS) eProcurement application (delivery). The Air Force delivery system JO18 is fed from JO41 and is used only by the three Air Force Logistics Centers (Robins AFB, Tinker AFB, and Hill AFB). The Army's Logistics Modernization Program - Virtual Contracting Enterprise Reporting and Delinquency System (LMP-VCERADS) is scheduled to be included in the future for delivery record reporting.

PPIRS-SR NG is a web-enabled application accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at <https://www.ppirsrng.csd.disa.mil/>.

Government users fill out an on-line request for an account in order to gain system access. After establishing a User Id/Password, access to the group is granted, and each user may access the Government Main Page. The PPIRS-SR NG web page is located on the PPIRS home page. At the time of this publish the Department of Defense owns all of the data supplied to PPIRS-SR NG, therefore ONLY DoD users are allowed access to PPIRS-SR NG. No Federal government users may have access.

Personal Service Contractors (PSC's) employed by the DoD or Federal agencies may also NOT be given access to PPIRS-SR NG.

Contractors (vendors) may access their own company contract information in PPIRS-SR NG. Access is granted by updating the company's profile at Central Contractor Registration (CCR) now located at the System for Award Management (SAM) site at www.sam.gov. Contractors must update stored company contract information to indicate a past performance Point of Contact (POC). At that time they choose a Marketing Partner Identification Number (MPIN). After establishing the MPIN you may Login to PPIRS-SR NG using your Data Universal Numbering System (DUNS) and MPIN identification.

On August 15, 2015, PPIRS underwent a split of its two modules, Report Card (RC) and Statistical Reporting (SR). SR split off with its own URL for access along with a separate website. SR users will need to access using the new URL and website. If you have both RC and SR access, you will still need to use the new SR URL or website to login.

One major change for SR users is that since it is a Department of Defense (DoD) only application PKI certificates/CACs are required across the board for access including contractors/vendors. As with current policy, no Federal user will be allowed access, even with CAC availability.

All Awardee/Contractors will be required to have Public Key Infrastructure (PKI) certificates to log into PPIRS-SR. For information on obtaining PKI certificates see ***Section 3.3.1 PPIRS-SR NG Login***

1.1 DOCUMENT OVERVIEW

This software user's manual provides instructions and step-by-step procedures for the PPIRS-SR NG Version 3.2.002 functionality. It describes procedures for gaining access to PPIRS-SR NG, obtaining reports, providing feedback, and getting help. There is a Glossary of Terms provided in **Appendix A**. Dissemination of this document is approved for public release with unlimited distribution. The content of all data files referenced within this manual are sensitive but unclassified; many are controlled by the Privacy Act of 1974; and all must be handled accordingly.

1.1.1 Delivery Performance

A contractor's delivery performance will be based by Federal Supply Classification (FSC) or North American Industry Classification System (NAICS). The contractor's delivery performance will be based on a weighted combination of the percentage of contract line items with on-time deliveries and the average days late for all deliveries. The formula and weights for delivery performance are:

Delivery Score = (On-time Weight X On-time Score) + (Average Days Late Weight X Average Days Late Score)

*On-time Weight = .6

*On-time Score = $100 \times (\text{number of lines shipped on-time during rating period} / \text{number of lines shipped during rating period})$

*Average Days Late Weight = .4

*Average Days Late Score = maximum of $((100 - (\text{total days late during rating period} / \text{number of lines shipped during rating period}))$ or 0, whichever is higher)

Days Late Exceptions: Some cancellations are counted as delinquencies. These involve records that have been terminated due to the fault of the contractor. Terminations for Cause (records with Termination Indicator Code K) will be assessed at 180 days late and Terminations for Default (Termination Indicator Code D) will be assessed at 360 days late. As contractor responsible terminations record types these are the only delinquencies counted in the formula. Those terminated at the convenience of the Government are not included.

Definition: A Delivery Record details when a shipment is due based on the contract.

Classification: The DoD System will evaluate CLOSED (shipped, received, or terminated), and OPEN (not yet received) deliveries. No duplicates will be allowed. If there is no delivery information provided by the source databases the field will be blank (i.e. listed as 'No Classification Records').

1.1.2 Quality Performance

Contractor's quality performance will be based by FSC.

The formula for quality is:

(Positive weighted data minus negative weighted data) / Contract FSC Line Item Total)

If there is no delivery data available, a value of one (1) would be used for the bottom quotient. Each FSC for which there is quality performance data will be assigned a color. Color is based on the high five percent in the commodity (Dark Blue), next 10 percent (Purple), next 70 percent (Green), next 10 percent (Yellow), and last five percent (Red). In this calculation, the companies are classified based on quality performance comparisons for all competitors within an FSC.

NOTE: *If there is only one percentage group for an entire FSC, the group will be classified as Green.*

NOTE: *If a contractor has delivery data but no quality data for a given FSC, that contractor will be given an automatic Green rating (Delivery Green).*

The following are the Quality Performance Records to be used and the weight factors for each:

Record	Service	Positive Weight	Negative Weight
Bulletins	Navy	N/A	-1.0 (critical) - 0.7 (major) -0.2 (minor)
GIDEP Alerts	All	N/A	-1.0 (critical) -0.7 (major) -0.2 (minor)
Material Inspection Records (MIRs)	Navy	+ 1	-1.0 (critical) -0.7 (major) -0.2 (min)
PQDRs - Category 1 or 2	ALL	N/A	-1.0 (Cat 1) -0.7 (Cat 2)
Surveys (excluding Pre-Award Surveys)	DCMA and Navy	+0.7	-0.7 (others)
Test Reports (1st Article, Production, etc.)	Navy	+0.5	-0.5

1.1.3 PPIRS-SR NG Next Generation

PPIRS-SR NG is a Procurement Risk Assessment capability. Users enter vendor bids and are warned of possible over- or under-payment risks based on historical purchase data. Items identified by agencies/services as High Risk (due to DMSMS, history of counterfeiting, etc.) are flagged with warnings and mitigation strategies.

1.1.3.1 Calculation of the Average Price, Expected Range, and Average Price Confidence Score

Three data repositories are required to calculate the Average Price and Expected Range for an item.

- A **History Table** is a data table built from contract award and delivery data in the Department of the Navy's Product Data Reporting and Evaluation Program (PDREP). This table holds contract information and unit prices for items with national stock numbers (NSN) such that:
 - The contract award date is 01 January 2010 or later,
 - And*
 - The combination of 13-digit contractor number, NSN and unit price is unique (counted once in the Average Price calculation)
- A **Price Table** retains the Average Price, the upper and lower control limits of the Expected Range and the Average Price Confidence score for each NSN found in the History Table.
- A set of **Escalation Tables** translates an item's federal stock class (FSC) into an element of the U.S. Bureau of Labor Statistics' Producer Price Index (PPI) for the purposes of "escalating" (i.e., adjusting for inflation) historical unit prices to the current month.

A computer algorithm called the PPIRS-SR NG **Price Engine** populates the Price Table.

- For a particular item, the Price Engine starts by determining how many times the item has been purchased (i.e., how many transaction records exist in the History Table for the NSN). Call this number N .
- If any of N prices is stored in fractions of cents, the Price Engine retains the greatest number of significant digits found in any transaction. Price data will be displayed to this number of digits, indicating to the user that fractions of cents has been used in past purchases of the item.
- The Price Engine accounts for the effects of inflation by escalating all N prices according to the PPI:
 - The PPI escalation factor (Esc_{PPI}) is based on the month in which the risk is calculated (current month) and the month of the contract award (base month).
 - Using the item's FSC, the Price Engine uses the Escalation Tables to determine the PPI values for the current and base month. Esc_{PPI} is the quotient of these two values.

$$Esc_{PPI} = \frac{\text{PPI value for current month}}{\text{PPI value for base month}}$$

Equation 1: PPI escalation factor calculation

- The price paid is multiplied by the escalation factor to derive the adjusted price, P .

$$P = \text{price} \times Esc_{PPI}$$

Equation 2: Adjusted Price calculation

- If $N \leq 2$, the Price Engine includes all adjusted prices regardless of magnitude.
- If $N > 2$, the Price Engine employs a tiered, two-pass procedure to remove outliers from the population which would tend to skew the Average Price calculation. The process is as follows:

→ **Pass 1** – performed on all N adjusted prices

- ⇒ Find the median (M_1) of the population of adjusted prices. Note: when the population is sorted in order of magnitude, the median is the middle value (if N is odd) or the average of the two middle values (if N is even).
- ⇒ Exclude all prices which are greater than four times the median ($4M_1$).

- Let n be the number of remaining prices. To determine if Pass 2 is required, calculate the mean (μ), standard deviation (σ) and coefficient of variation (c_v) for the population of remaining prices. *See equations 3, 4 and 5, respectively.*

$$\mu = \frac{1}{n} \sum_{i=1}^n P_i$$

Equation 3: Population mean calculation

$$\sigma = \sqrt{\frac{\sum(P - \mu)^2}{n}}$$

Equation 4: Population standard deviation calculation

$$c_v = \frac{\sigma}{\mu}$$

Equation 5: Coefficient of variation calculation

→ **Pass 2** – performed on the remaining prices only if $c_v > 0.2$.

⇒ Find the median (M_2) of the remaining prices.

⇒ Given the values of M_2 and c_v determine how many remaining prices lie outside the exclusions limits from the median, shown below.

Pass 2 Exclusion Limits		
If the Median is	And Coefficient of Variation is	the exclusion limits are
$M_2 \leq \$2.00$	$c_v > 0.4$	$M_2 \pm 0.8 M_2$
	$c_v > 0.2$	$M_2 \pm 0.6 M_2$
$\$2.00 < M_2 \leq \7.00	$c_v > 0.4$	$M_2 \pm 0.7 M_2$
	$c_v > 0.2$	$M_2 \pm 0.5 M_2$
$\$7.00 < M_2 \leq \100.00	$c_v > 0.4$	$M_2 \pm 0.6 M_2$
	$c_v > 0.2$	$M_2 \pm 0.4 M_2$
$\$100.00 < M_2 \leq \1000.00	$c_v > 0.4$	$M_2 \pm 0.5 M_2$
	$c_v > 0.2$	$M_2 \pm 0.3 M_2$
$M_2 > \$1000.00$	$c_v > 0.2$	$M_2 \pm 0.4 M_2$

- If the number of remaining prices outside the exclusion limits is less than $0.32n$, exclude those prices. Otherwise, the prices are not considered to be outliers and will not be excluded. See the following examples.

Example 1: For a given population of 24 prices, $n = 24$, $M_2 = \$1.39$ and $c_v = 0.592$. The exclusion limits would be $\$1.39 \pm (0.8 \times \$1.39)$. Therefore prices greater than $\$2.50$ and less than $\$0.28$ are outside the exclusion limits. If 7 prices are outside the exclusion limits, these prices would be excluded in Pass 2 (since $7 < .32 \times 24$)

Example 2: For a given population of 79 prices, $n = 11$, $M_2 = \$6.42$ and $c_v = 0.312$. The exclusion limits would be $\$6.42 \pm (0.5 \times \$6.42)$. Therefore prices greater than $\$9.63$ and less than $\$3.21$ are outside the exclusion limits. If 28 prices are outside the exclusion limits, these prices would not be excluded in Pass 2 (since $28 > .32 \times 11$)

Example 3: For a given population of 14 prices, $n = 14$, $M_2 = \$859.81$ and $c_v = 0.193$. Since $c_v \leq 0.2$, Pass 2 is not performed.

⇒ After all exclusions are performed, the Price Engine calculates μ , σ and c_v for the final remaining prices.

μ = the Average Price for the item

The Expected Range for the item is $\mu \pm 2\sigma$. Bids in this interval are rated WITHIN RANGE.

Upper Control Limit: $UCL = \mu + 2\sigma$. Bids higher than this value are rated HIGH.

Lower Control Limit: $LCL = \mu - 2\sigma$. Bids lower than these values are rated LOW.

- The Average Price Confidence score is based on the number and statistical distribution of final remaining prices.
 - ⇒ If there are more than 72 final remaining prices, the confidence score is HIGH. The Average Price is highlighted in green.
 - ⇒ If there are one or two final remaining prices, the confidence score is LOW. The Average Price is highlighted in red.
 - ⇒ If there are between three and 72 final remaining prices and $c_v < 0.15$ (i.e. most prices are closer to the Average Price), the confidence score is HIGH. The Average Price is highlighted in green.
 - ⇒ If there are between three and 72 final remaining prices and $c_v \geq 0.15$ (i.e. most prices are farther from the Average Price), the confidence score is MEDIUM. The Average Price is highlighted in yellow.

1.1.3.2 Calculation Supplier Risk Score (numerical and color scores)

A computer algorithm called the PPIRS-SR NG **Supplier Engine** uses 10 factors of past performance information (PPI) to calculate Supplier Risk Scores. These factors are weighted (based on age and relative importance) and summed to produce a numerical and color score for every company which has either a contract or factor data within the **last three years**. Older data is excluded by the Supplier Engine. (Data discussed below is assumed to be no older than three years, unless specified otherwise.)

The Supplier Risk Score is an overall assessment contractor performance, regardless of federal stock class or business sector. Vendors' scores are stored and retrieved according to commercial and government entity (CAGE) code; PPI is gathered by CAGE and by data universal numbering system (DUNS) numbers, as appropriate.

PPIRS-SR NG receives contract award and delivery data from the Electronic Data Access (EDA), Wide-Area Workflow (WAWF) and the Mechanization of Contract Admin Services (MOCAS) systems, and other sources through the Department of the Navy's Product Data Reporting and Evaluation (PDREP) system. Program performance data is received from the Defense Contract Management Agency (DCMA), Government-Industry Data Exchange Program Alerts (GIDEP) and the Past Performance Information Retrieval System-Report Cards (PPIRS-RC) systems.

The Supplier Risk Score described herein is the score reported to awardee/contractor and government users through the standalone Supplier Risk Report.

Vendors which have scored factor data receive both a numerical and color score.

Vendors which have no scored factor data but have at least one contract reported in PDREP do not receive a numerical score but have a GREEN color score. The system will display an asterisk (*) in place of a numerical score. This is a neutral rating, similar to how PPIRS-SR NG displays quality classifications for companies with no quality records but some delivery records.

Vendors which have no scored factor data and have no contracts reported to PDREP receive no numerical or color score. The system will report this as NO SCORE.

The following data and sources are used for the **Supplier Risk Score**:

Supplier Risk Score		
Factor	Source	Category
Contractor Performance Assessment Reports (CPARS)	PPIRS-RC	Positive/Negative
Corrective Action Plans (CAP)	DCMA	Positive/Negative
Corrective Action Requests (CAR)	DCMA, PDREP	Always Negative
Federal Awardee Performance and Integrity System (FAPIIS)	PPIRS-RC	Always Negative
Government-Industry Data Exchange Program Alerts (GIDEP)	GIDEP	Always Negative
Performance Assessment Reports (PAR)	DCMA	Positive/Negative
PPIRS-SR Delivery	PPIRS-SR NG	Always Positive
PPIRS-SR Quality	PPIRS-SR NG	Always Positive
Pre-/Post Award Surveys	DCMA, PDREP	Positive/Negative
Suspected Counterfeit	GIDEP	Always Negative

Factor data is divided into three categories: “Always Negative,” “Always Positive” and “Positive/Negative.”

Always Negative data are factors which always lower the resulting score. Each factor is given a starting score; additional data lowers that score for that factor. The lowest possible score for each Always Negative factor is zero, so once a factor score is reduced to zero, additional data has no effect on the factor or the resulting score.

Example: A vendor has 13 GIDEP alerts for failure experience (non-counterfeit). The starting score for GIDEP alerts is 10, and each such GIDEP alert is worth -1 point. This vendor's GIDEP factor score is zero, because the first 10 alerts reduce the score to zero, and the additional three alerts are ignored. Note: as older alerts are excluded due to age, more recent alerts will continue to affect the factor score.

If a vendor has no Always Negative data, it receives the highest score possible for these factors.

Always Positive data are factors which always increase the resulting score.

If a vendor has no Always Positive data, the resulting score is not affected.

Positive/Negative data are factors which can increase or decrease the resulting score based on the nature of the factor. For example, laudatory CPARS report cards would likely result in a positive score for this factor and thus increase the resulting score. Critical CPARS would likely lower the resulting score.

If a vendor has no Positive/Negative data, the resulting score is not affected.

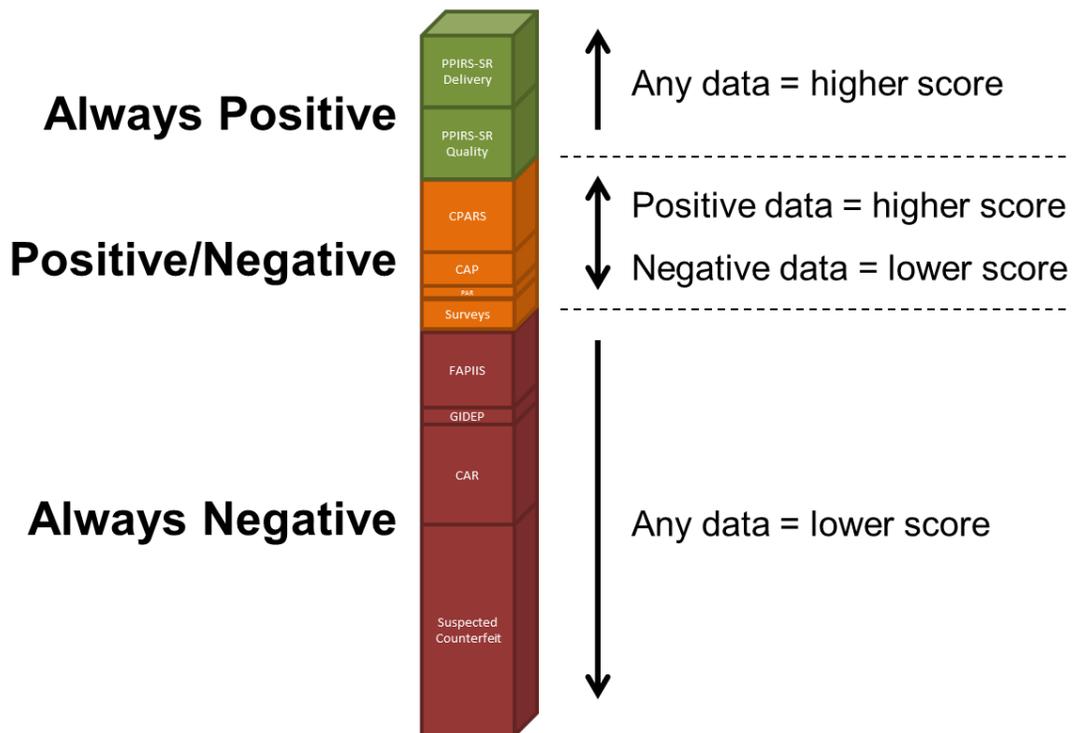
The **Supplier Engine** calculates the score for each factor based on the age of the data, the number of contracts for the vendor in PDREP and the assigned weight of each factor’s contribution to the Supplier Score.

Always Negative and Positive/Negative data are scaled based on the number of contracts in PDREP. This tends to normalize (but not equalize) Supplier Scores based on the government’s experience with vendors. (The underlying algorithms for Always Positive data already take this into account, so this scaling is not applied.)

Always Negative and Positive/Negative data are age-weighted on a daily basis. As a result, each newer (i.e., more recent and relevant) data point contributes more to the Supplier Score than older data. (The underlying algorithms for Always Positive data already take this into account, so this age-weighting is not applied.)

A description of each factor’s calculation and weight of importance is listed below.

The net score for each factor is summed to create the numerical score.



The Supplier Engine ranks the numerical scores by magnitude then assigns a color score to each vendor according to the PPIRS-SR NG 5-color scoring standard.

Supplier Score Color Legend	
Blue:	Top 5%
Purple:	Next 10%
Green:	Next 70%
Yellow:	Next 10%
Red:	Lowest 5%

As the color score is a percentile ranking, the threshold values between colors can change each time the Supplier Engine is run. As a result, vendors with numerical scores near the threshold values may have a change in color score without a corresponding change in numerical score.

PPIRS-SR NG stores the numerical and color scores, contract counts and factor scores in a **Supplier Table** for quick retrieval by the system.

PPIRS-SR NG displays the numerical and color scores as the Supplier Risk Score. Vendors with higher Supplier Risk Scores are considered to have a lower risk of poor contract performance.

PPIRS-SR Quality factor:

If vendor has any Quality records in any FSC

Score = Average of rankings in each FSC*

- Top third = +100 pts
- Middle third = +50 pts
- Bottom third = 0 pts

If vendor has no Quality records

Score = 0 pts

Example
Quality rankings for Contractor X

FSC	Ranking	Value
1450	Top	100
1910	Middle	50
5335	Top	100
5910	Bottom	0
6820	Top	100

Average of five rankings = +70.0

Score = +70 pts



PPIRS-SR Delivery factor:

If vendor has any Delivery records in any FSC

Score = overall Score for all FSCs

If vendor has no Delivery records

Score = 0 pts



Pre-/Post-Award Survey factor:

- +1 point per evaluation factor
 - “Acceptable”
 - “Awarded”
 - “Complete-” and “Partial Award”
 - “Satisfactory”
- -1 point per evaluation factor
 - “Unacceptable”
 - “Unsatisfactory”
 - “No Award”



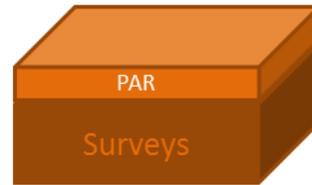
Program Assessment Report (PAR) factor:

- Score = sum of Category ratings (not Overall)
 - Cost, Schedule, Performance
- Green = 1 pt
- Yellow = 0 pts
- Red = -1 pt

Example
PARs for Contractor X

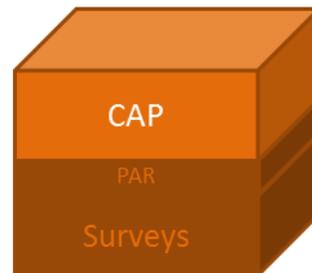
Evaluation Area	Green	Yellow	Red
Cost	3	5	1
Schedule	1	5	1
Performance	2	1	0
Total	6	11	2
Value	6	0	-2

Score = 6 + 0 - 2
= 4 pts



Corrective Action Plan (CAP) factor:

- +1 point per record
 - Accepted
 - On time
- -1 point per record
 - Rejected
 - Late



CPARS factor:

- Score = Average of Rated Areas per record
 - Exceptional = +10 pts
 - Very Good = +5 pts
 - Satisfactory = +1 pt
 - Marginal = -5 pts
 - Unsatisfactory = -10 pts

Example
CPAR record for Contractor X

Evaluation Area	Rating	Value
Quality	VERY GOOD	5
Schedule	VERY GOOD	5
Cost Control	SATISFACTORY	1
Management	MARGINAL	-5
Utilization of Small Business	N/A	
Regulatory Compliance	EXCEPTIONAL	10

Average of five rated areas = +3.2

Score = +3.2 pts



Suspected Counterfeit factor:

- Starting Score = 100 pts
- -25 pts
 - First incident
- -50 pts
 - Each subsequent incident



Corrective Action Plan (CAR) factor:

- Starting Score = 60 pts
- -1 pt ea
 - Level 1
- -10 pt ea
 - Level 2
- -50 pts ea
 - Level 4

Level 3 CARs	
Occurrence	Percent Deducted
First	30%
Second	65%
Third	100%



GIDEP alert (non-counterfeit) factor:

- Starting Score = 10 pts
- -1 pt
 - each record



FAPIS factor:

- Starting Score = 50 pts
- -10 pts per record
 - DoD Determination of Contractor Fault
 - Defective Pricing
- -25 pts
 - Termination for Cause
 - Termination for Default



2. PPIRS-SR NG USER ROLES AND RESPONSIBILITIES

There are two (2) types of access in PPIRS-SR NG: Awardee/Contractor, and Government DoD. This section describes Contractor User and Government DoD User roles and the responsibilities that accompany them. A list of PPIRS-SR NG Terms and Definitions is contained in **Appendix B**.

2.1 AWARDEE/CONTRACTOR:

As a contractor you will be able to:

- View your company Reports.

NOTE: *Contractors should update the company's profile at the System for Award Management (SAM) www.sam.gov, and identify a Past Performance Point of Contact.*

Contractors must specify a Marketing Partner Identification Number (MPIN).

*All Contractors are required to create an account using the Request Account button on the top of the page in PPIRS. In order to create an account, you will need the DUNS and MPIN information for all the records for which you need access, as well as a PKI certificate, see **Section 3.3.1 PPIRS-SR NG Login***

Contractor User Responsibilities:

- Obtain a valid PKI Certificate
- Create an account

2.2 PPIRS-SR NG CENTRAL DESIGN ACTIVITY (CDA)

NAVSEALOGCEN DET PORTSMOUTH is the PPIRS-SR NG Central Design Activity that develops, designs, and maintains the PPIRS-SR NG application. The CDA will:

- Maintain PPIRS-SR NG software
- Maintain PPIRS-SR NG documentation
- Provide training and documentation to activity personnel
- Provide Customer Support Center to answer customer questions
- Respond to reported questions and/or problems in PPIRS-SR NG
- Provide technical expertise in PPIRS-SR NG application administration and processing
- Verify databases are available to users

3. ACCESSING PPIRS-SR NG

This section tells you how to modify your Internet Explorer settings for PPIRS-SR NG, how to log in and out of the application, how to change your password, and how to work in PPIRS-SR NG. Internet Explorer (IE) is the preferred browser for PPIRS-SR NG, but others may work as well. Microsoft (MS) Windows is also the preferred operating system, but Apple systems may work if configured similarly.

3.1 MINIMUM ACTIVITY REQUIREMENTS

3.1.1 Software Requirements

PPIRS fully supports the latest three major desktop versions of Internet Explorer, and the latest major desktop version of Chrome, Firefox, and Safari. Older browsers may still view PPIRS, however users should expect mixed results. A "major version" refers to a full numeric release, like 9.0 and 10.0 (not minor releases like 9.2.x and 10.2.x). Adobe Acrobat Reader should be installed. This allows you to view and print the PDF attachments in PPIRS. The reader can be downloaded and installed from Adobe Acrobat. If you have any problems downloading or installing the reader, please contact our Technical Support (207) 438-1690, DSN 684-1690, or email webptsmh@navy.mil.

3.2 ACCESS TO PPIRS-SR NG

PPIRS-SR NG allows access only to authorized Government users. Application access is determined from a combination of a Userid, Password, and Common Access Card PIN (PKI). To access PPIRS-SR NG, you must be defined as a user within PPIRS-SR NG.

3.2.1 Userid

New Accounts/First Login Access requires User ID and Password. The user is able to select his/her Userid. The Userid can be composed of 5 to 30 characters (letters and/or numbers only). For more information obtaining an account, refer to ***Section 3.3.2 Requesting a New Account***

3.2.2 Password

The user is able to select his/her Password. When creating a password, remember that passwords must contain: A combination of letters, numbers and symbols that includes at least fifteen characters.

- User Id may be 5-30 characters (letters and numbers only).
- Passwords must meet the following specifications:
 - ✓ Must be 15-20 characters
 - ✓ Must contain at least two upper and lower case letters
 - ✓ Must contain at least two numbers
 - ✓ Must contain at least two special characters
 - ✓ cannot reuse your last 10 passwords
 - ✓ Must differ from previous password by at least four characters
 - ✓ Must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words

3.3 LOGGING INTO PPIRS-SR NG

Once you complete the computer configurations discussed above, you are ready to log into PPIRS-SR NG. PPIRS- SR NG is accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at <https://www.ppirssrng.csd.disa.mil/>.

To log into PPIRS-SR NG:

- a. Open a browser session. Microsoft® Internet Explorer is preferred.
- b. In the Address bar, type the uniform resource locator (URL) supplied above to get access to the PPIRS Home page.

Below is the **PPIRS-SR NG Home** page. The button on the right of the home page provides a link to the **PPIRS-SR NG Login web page**. There are also tabs available supplying various sources of information: PPIRS-SR NG Frequently Asked Questions (FAQs), Guidance, PPIRS-SR NG User Manual and Guides (Help), Related Links (Links), and other DoD Past Performance Policy Guides (Policy). Check this list of provided references first for any questions concerning PPIRS-SR NG or DoD past performance policy.

Products/Services

- [PPIRS-SR NG Login](#)
- [PPIRS-RC](#)
- [PKI Information](#)
- [DUNS](#)
- [SAM](#)

Special Notices

- [Important Latest Publish Information for Contractors](#)
- [PKI Required for All PPIRS-SR NG Users](#)

Providing Information for Best Value Awards!

Past Performance Information Retrieval System Statistical Reporting Next Generation (PPIRS-SR NG) is a web-enabled enterprise application that gathers, processes, and displays data about the performance of suppliers. PPIRS-SR NG is the Department of Defense's single, authorized application to retrieve suppliers' performance information. The Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 213.1 requires contracting officers to consider this data for supply contracts valued at less than or equal to \$1 million.

Engineering Support

IT Development

AIS Operations

Program Management

IA Management

Support & Training

Quality Assurance

Data Analysis

IT Sustainment

PPIRS-SR NG enables procurement specialists to avoid overpaying for supplies and notifies procurement specialists of Federal Supply Class (FSC) specific risks and risk mitigations. PPIRS-SR NG's Supplier Risk Score provides procurement specialists with a composite score that considers each supplier's past performance in the areas of product delivery and quality.

Links

US Navy	US Navy Recruiting
ISIC	DLA
FOIA	No Fear Act
Accessibility	Privacy Policy
Section 508	Site Map

Customer Support Desk:

Voice Phone: (207) 438-1690
 DSN: 684-1690
 Contact the Webmaster

Mailing Address:

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

This is an official website of the Department of Defense.

Veterans Crisis Line
 1-800-273-8255 PRESS 1

Figure 1: PPIRS-SR NG Home Page

c. Click the **PPIRS-SR NG Login** link on the left.

3.3.1 PPIRS-SR NG Login

Below is the introductory page for PPIRS-SR NG. This page is displayed when **PPIRS-SR NG Login** is selected from the PPIRS-SR NG home page. (See *Figure 1: PPIRS-SR NG Home Page*)

NOTE: Contractor and Government user Login procedures are slightly different. Contractor access requires using a combination of the Data Universal Numbering System (DUNS) and Marketing Partner Identification Number (MPIN). MPIN numbers are created by the contractor and registered in the System for Award Management (SAM), which is available at www.sam.gov. Government users log in with a User Id and Password/PKI.

FOUO **UNCLASSIFIED** **FOUO**

PPIRS-SR NG

WELCOME

Welcome to the Past Performance Information Retrieval System (PPIRS). Access to this system is restricted to authorized users and will require the user to read and agree to the DoD warning and consent prior to accessing the system.

All DoD employees must have a DoD PKI certificate to access the PPIRS web site.

[Click here to determine if you have a valid DoD PKI Certificate](#)

PKI Information:
All DoD employees (military and civilian), including DoD contractors that are working on site (military/government facilities) or contractors working offsite using Government Furnished Equipment (GFE) are eligible to obtain certificates from DoD PKI. If the contractor doesn't work onsite or with GFE they are encouraged to obtain and use a certificate from an External Certificate Authority (ECA).

External Certificate Authority:
External Certificate Authorities (ECAs) provide digital certificates to the DoD's private industry partners, contractors using their own equipment or working in non-government facilities, allied partners, and other agencies.

Approved ECA Vendors:
Operational Research Consultants, Inc. (ORC) <http://www.eca.orc.com>
Verisign, Inc. <http://www.symantec.com/verisign/shared-service-pki>
IdenTrust <http://www.identrust.com/certificates/eca/index.html>

DO NOT ENTER CLASSIFIED DATA INTO PPIRS

For Official Use Only - to be used for deliberative source selection purposes within the Executive Branch and for source selection and other deliberative purposes within DoD.

Select one of the following links to proceed to the PPIRS Application.

[Awardee/Contractor Logon](#) [DoD Logon](#) [Home](#)

Figure 2: PPIRS-SR NG Login

- A contractor looking to verify company information in PPIRS-SR NG will select the **Awardee/Contractor Login** link
- A Department of Defense Government user looking for information in PPIRS-SR NG selects the **DoD Login** link
- To return to the PPIRS-SR NG home page select the **Home** link

PKI Information: All DoD employees (military and civilian) using Government Furnished Equipment (GFE) are eligible to obtain certificates from DoD PKI. DoD users are automatically assigned a certificate with their Common Access Card (CAC). Contractors who wish to use PKI

may purchase one through an External Certificate Authority (ECA). PPIRS-SR NG is a DoD site containing contractors' data. Users must have a valid PKI certificate to access PPIRS-SR NG. PKI certificates add an additional security measure to protect contractor's data.

External Certificate Authorities (ECAs) provide digital certificates to the DoD's private industry partners, contractors using their own equipment or working in non-government facilities, allied partners, and other agencies. Approved ECA Vendors are Operational Research Consultants, Inc. (ORC) <http://www.eca.orc.com> and Verisign, Inc. [http://www.verisign-business-solutions/public-sector-solutions/ieca-eca-certificates/index.html](http://www.verisign.com/verisign-business-solutions/public-sector-solutions/ieca-eca-certificates/index.html)

The following site provides additional FAQs on the subject of ECAs:
<http://iase.disa.mil/pki/eca/index.htm>

When the user Logs in using PKI a pop up similar to the one below for DoD users is displayed.

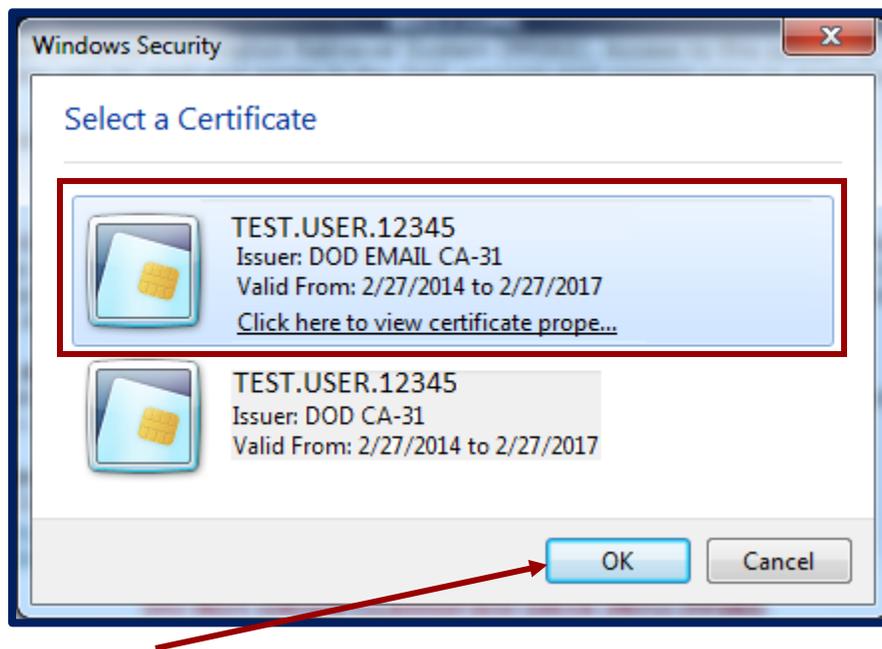


Figure 3: PKI Certificate Pop Up

- d. Select your email certificate and click **OK**
- e. The following pop up will display

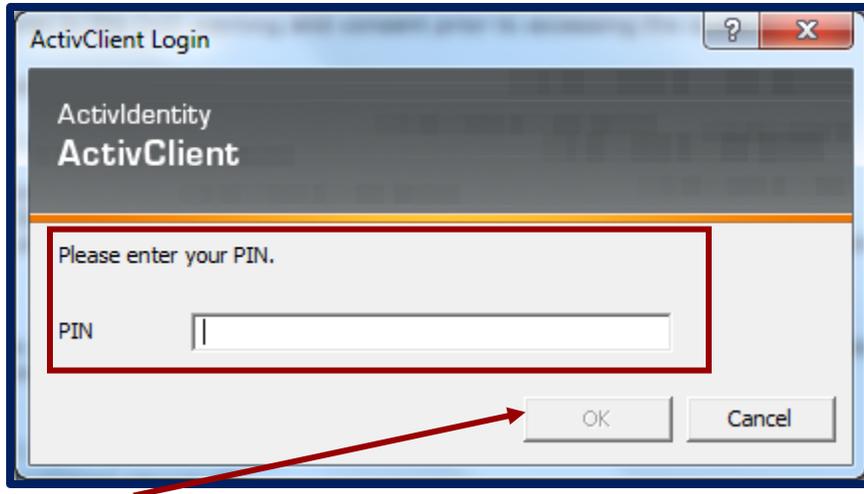


Figure 4: ActiveCard Client Login

- f. Enter PIN & click **OK**
- g. The Government Warning and Consent Banner will display

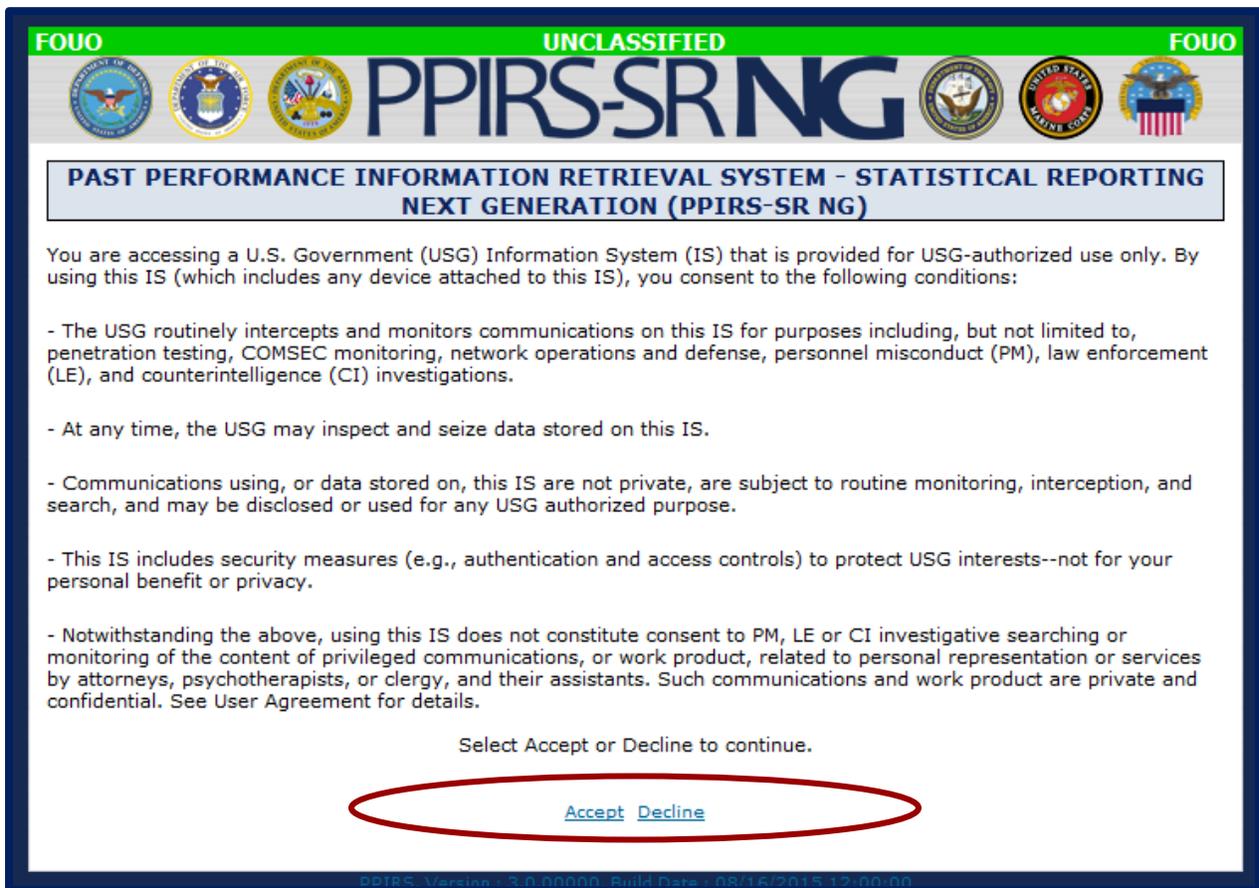


Figure 5: Security Warning

- h. When you have read the warning message, click your selection
- i. You must click **Accept** to continue

3.3.2 Requesting a New Account Awardee/Contractor

- a. Click the **Request Account** button

FOUO UNCLASSIFIED FOUO

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM -
STATISTICAL REPORTING NEXT GENERATION (PPIRS-SR NG)

Request Account

UserID :

Password :

This initial login will require your UserID, Password, and Common Access Card (CAC).
After this, subsequent logins will only require your Userid and CAC. The password
block will not display.

Login Forgot UserID Or Password Home

Figure 6: Login Window

- b. The Non-Disclosure Agreement will display

FOUO **UNCLASSIFIED** **FOUO**

PPIRS-SR NG

Non-Disclosure Agreement

1. I agree that I will not search any information on the PPIRS database other than information read to assess the particular acquisition to which I am assigned. I agree that I will not disclose any information from this system to: (a) any offerors or potential offerors (including subcontractors) except as authorized by the contracting officer as part of any discussions; (b) any person outside the Government (e.g., trade association representative, reporter); and (c) any person within the Government (including superiors, supervisors, and associates) unless, prior to any disclosure, I have obtained approval to disclose necessary information from the Contracting Officer assigned to the solicitation for which I am an evaluator.

2. To the best of my knowledge, neither I, my spouse, nor any minor children of mine or my spouse, currently has a direct or indirect financial interest in any of the firms or subcontractors of firms I am evaluating, nor am I negotiating for employment with any such firm. In the event I later become aware of such financial interest, I agree to report this fact immediately to the Contracting Officer associated with the acquisition for which I have been granted access to the database, particularly for the purpose of disqualifying myself from any further participation in this source selection.

3. If I am disqualified or otherwise removed from the source selection process, I agree that I will not disclose any information obtained through my review of the PPIRS database.

4. Further, I understand that unauthorized disclosure of source selection information, failure to disqualify myself from participation in a source selection in which I have a disqualifying financial interest, or use of the database for other than source selection specific reasons, may result in an investigation that could lead to disciplinary action and other consequences, including the loss of privileges for the PPIRS.

Do you accept the terms of the preceding Non-Disclosure Agreement?
To continue you must agree.

Figure 7: Non-Disclosure Agreement

- c. When you have read the Non-Disclosure Agreement, click the **I Agree** button
- d. The Request Contractor User Account screen will display

REQUEST CONTRACTOR USER ACCOUNT

[Help](#)

* Indicates Required Information

User ID Name

* First Name: MINNIE

Middle Name:

* Last Name: MOUSE

Title:

* Email Address: Minnie.Mouse@gmail.com

* Commercial Voice: 123-456-7890

Commercial FAX:

DUNS and MPIN

* DUNS: 999999999999 **Add DUNS**

Define Your UserId/Password

User Id may be 5-30 characters (letters and numbers only).
 Passwords must meet the following specifications:

1. - must be 15-20 characters
2. - must contain at least two upper and two lower case letters
3. - must contain at least two numbers
4. - must contain at least two special characters
5. - cannot reuse your last 10 passwords
6. - must differ from previous password by at least four characters
7. - must not contain personal information such as:
 names, phone numbers, account names, birthdates, or dictionary words

REMEMBER YOUR USER ID AND PASSWORD.

* User Id:

* Password:

* Confirm Password:

Submit Cancel

Figure 8: Request Awardee/Contractor Account 1

- Enter your information
 - ✓ * Denotes Required Fields
- At least one DUNS is required
- Click the **Add DUNS** button to validate

REQUEST CONTRACTOR USER ACCOUNT

[Help](#)

* Indicates Required Information

User ID Name

* First Name:

Middle Name:

* Last Name:

Title:

* Email Address:

* Commercial Voice:

Commercial FAX:

DUNS and MPIN

* DUNS:

Add DUNS	
DUNS	MPIN
9999999999999999	<input type="text"/>
<input type="button" value="Save DUNS"/> <input type="button" value="Cancel"/>	

Define Your UserId/Password

User Id may be 5-30 characters (letters and numbers only).
 Passwords must meet the following specifications:

1. - must be 15-20 characters
2. - must contain at least two upper and two lower case letters
3. - must contain at least two numbers
4. - must contain at least two special characters
5. - cannot reuse your last 10 passwords
6. - must differ from previous password by at least four characters
7. - must not contain personal information such as:
 names, phone numbers, account names, birthdates, or dictionary words

REMEMBER YOUR USER ID AND PASSWORD.

* User Id:

* Password:

* Confirm Password:

Figure 9: Request Awardee/Contractor Account 2

- d. Enter a valid MPIN
- e. Click the **Save DUNS** button to add the DUNS to your account profile

REQUEST CONTRACTOR USER ACCOUNT

[Help](#)

* Indicates Required Information

User ID

Name

* First Name: MINNIE

Middle Name:

* Last Name: MOUSE

Title:

* Email Address: Minnie.Mouse@gmail.com

* Commercial Voice: 123-456-7890

Commercial FAX:

DUNS and MPIN

* DUNS:

DUNS	MPIN Last Validated	Delete
99999999999999	06/08/2016	<input type="button" value="Delete"/>

Define Your UserId/Password

User Id may be 5-30 characters (letters and numbers only).
 Passwords must meet the following specifications:

1. - must be 15-20 characters
2. - must contain at least two upper and two lower case letters
3. - must contain at least two numbers
4. - must contain at least two special characters
5. - cannot reuse your last 10 passwords
6. - must differ from previous password by at least four characters
7. - must not contain personal information such as:
 names, phone numbers, account names, birthdates, or dictionary words

REMEMBER YOUR USER ID AND PASSWORD.

* User Id:

* Password:

* Confirm Password:

Figure 10: Request Awardee/Contractor Account 3

NOTE: DUNS may be deleted, if necessary, by clicking the **Delete** button

- j. Enter User ID
 - ✓ User Id may be 5-30 characters (letters and numbers only).
- k. Enter Password (*See Section 3.2.2 Password*)
- l. Confirm Password
- m. Click the **Submit** button
- n. Rules of Behavior will display
- o. When you have read the Rules of Behavior click the check box
- p. You must click the **Accept** button to continue
- q. The Awardee/Contractor Login Window will display

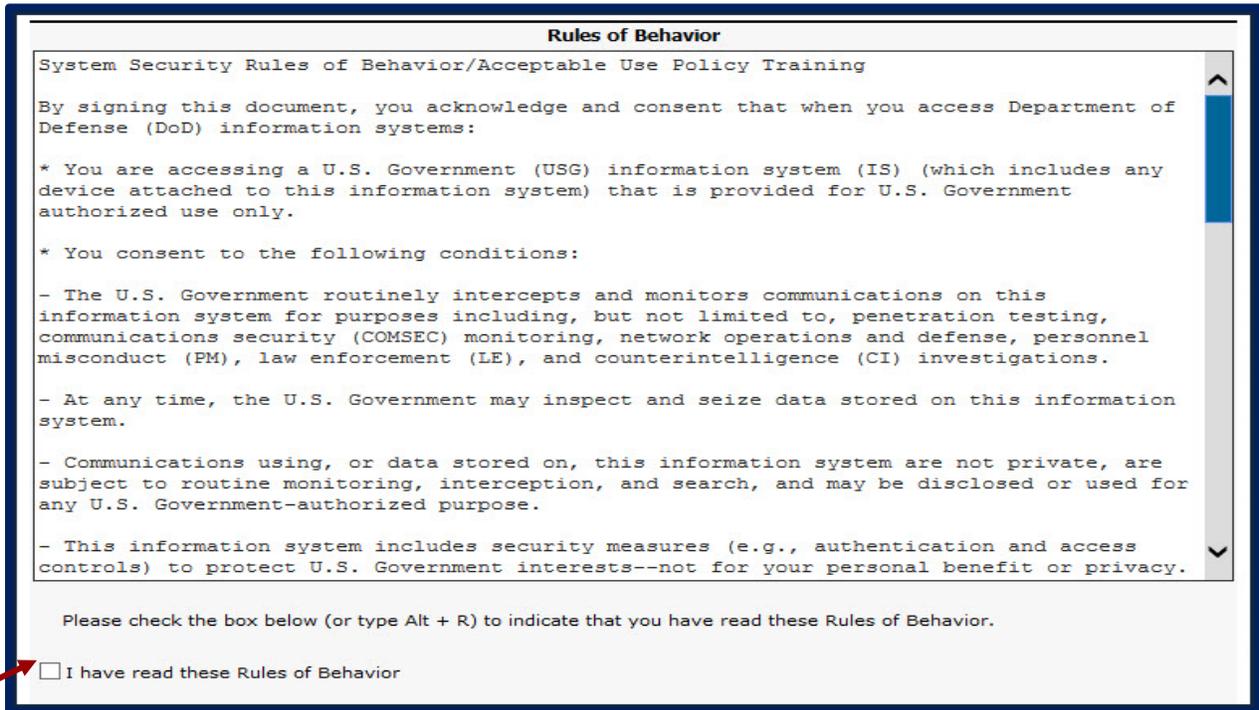


Figure 11: Rules of Behavior

e. When you have read the Rules of Behavior click the check box

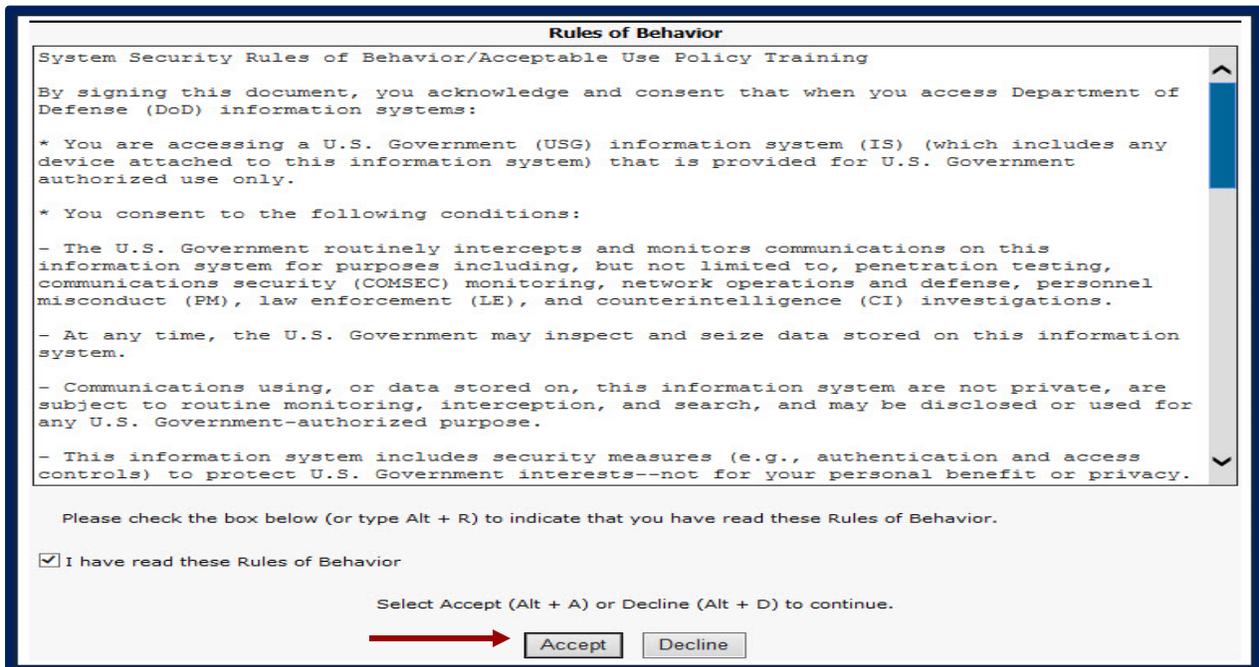


Figure 12: Accept Rules of Behavior

- f. You must click the **Accept** button to continue
- g. The Awardee/Contractor Login Window will display

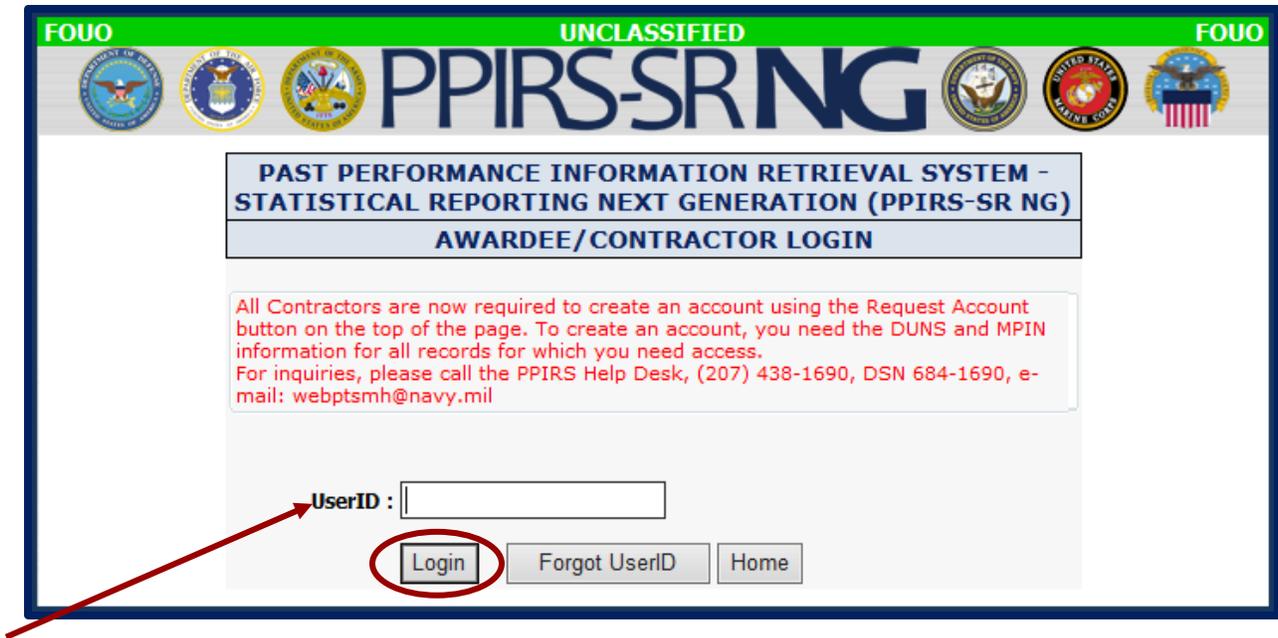


Figure 13: Awardee/Contractor Login Window

- s. In the **Userid** field, type your Userid
- t. Click the **Login** button
- u. The Awardee/Contractor Main Menu will display

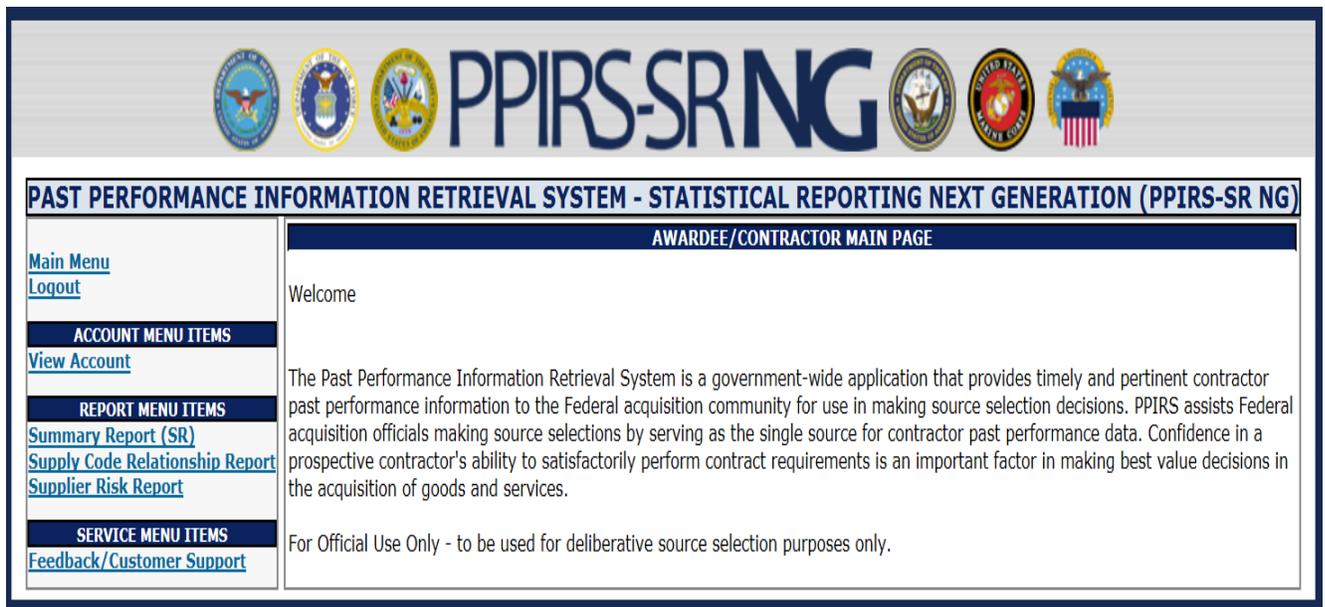


Figure 14: Awardee/Contractor Main Menu

3.3.3 Initial Login After Creating New Account

FOUO UNCLASSIFIED FOUO

PPIRS-SR NG

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM -
STATISTICAL REPORTING NEXT GENERATION (PPIRS-SR NG)

Userid:

Password:

This initial login will require your Userid, Password, and Common Access Card (CAC).
After this, subsequent logins will only require your Userid and CAC. The password
block will not display.

Login Forgot UserID Home

Figure 15: Initial Login - All User Accounts

- In the Userid field, type your Userid.
- In the Password field, type your Password
- Click the **Login** button

3.3.4 Login After Initial Login

FOUO UNCLASSIFIED FOUO

PPIRS-SR NG

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM -
STATISTICAL REPORTING NEXT GENERATION (PPIRS-SR NG)

Userid:

Login Forgot UserID Home

Figure 16: Login After Initial Login - All User Accounts

- a. In the Userid field, type your Userid.
***NOTE:** You do not need to enter a password **after** your initial Login since your Userid will automatically authenticate directly to your CAC. You will, however, get prompts to enter your CAC & PIN.*
- b. Click the **Login** button
- c. Select your email certificate & click **OK** (See *Figure 3: PKI Certificate Pop Up*)
- d. Enter PIN & click **OK** (See *Figure 4: ActiveCard Client Login*)
- e. The Government Warning and Consent Banner will display (See *Figure 5: Security Warning*)
- f. After reading the warning message, click **Accept** (You must click **Accept** to continue)

3.4 INVALID LOGIN

If you enter an incorrect Userid or Password, a message warns you an invalid UserID/Password was entered. If your third attempt fails, PPIRS-SR NG locks your account. Before you can log in again, you must contact the NSLC Help Desk to unlock your account and reset your password. **Appendix C** contains Troubleshooting Hints and Tips.

3.5 FORGOTTEN USERID OR PASSWORD

Click on the **Forgot UserID Or Password** button on the Login Window
(See *Figure 6: Login Window*) the following screen will display.

The screenshot shows the 'FORGOT USERID OR PASSWORD' interface. At the top, there is a green bar with 'FOUO' on the left and right, and 'UNCLASSIFIED' in the center. Below this is a grey bar with the 'PPIRS-SR NG' logo and several military branch emblems. The main title 'FORGOT USERID OR PASSWORD' is in a dark blue bar. The interface is divided into two sections by a separator '--- OR ---'. The first section, 'Forgot Password', contains a red message: 'Your password will be reset and an email will be sent to you with the new password. You will be required to change your password the next time you login.' Below this are input fields for '*Userid:' and '*Email Address:', and 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button. The second section, 'Forgot UserID', contains a red message: 'Your userid will be emailed to you at the address entered below.' Below this is an input field for '* Email Address :', and 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.

Figure 17: Forgot UserID Or Password

3.5.1 Forgotten Password

- Enter Userid and Email Address
- Click the **Submit** button
- System will verify the information entered. Your password will be reset and an email will be sent to you with the new password.
- You will be required to change your password the next time you login

3.5.2 Forgotten UserID

- Enter Email Address
- Click the **Submit** button
- Your userid will be emailed to you at the address entered

3.6 EXITING PPIRS-SR NG

- a. To exit the PPIRS-SR NG system, click the [Logout](#) link in the left-hand frame of the page. This will return you to the PPIRS login screen (*See Figure 2: PPIRS-SR NG Login*).

3.7 CONCURRENT SESSIONS

A PPIRS-SR NG user is prevented from having concurrent login sessions within a user type, i.e. GOVT, CTR, or ADMIN. A user is permitted concurrent login across user type, i.e. can be logged in GOVT and CTR at the same time. When a user attempts a concurrent login, they are presented with the new 'Concurrent Session Notification'.

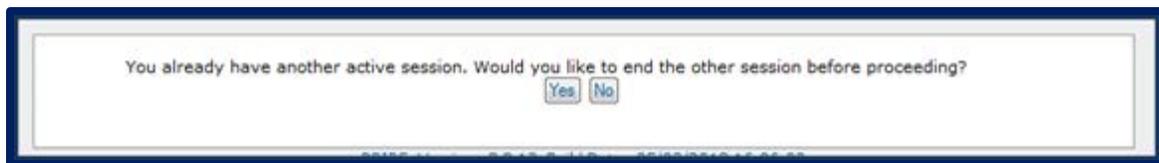


Figure 18: Concurrent Session Notification

- a. Click the **No** button, or close the browser to have the previous session remain active
- b. Click **Yes** button to end the previous session and login to a new session

4. WORKING IN PPIRS-SR NG

PPIRS-SR NG uses two work areas: the menu bar, and the detail area. For most of the tasks you perform in PPIRS-SR NG, you follow this sequence:

- a. In the Navigation frame, select the action you want to perform.
- b. In the Detail area, work in the window that displays.

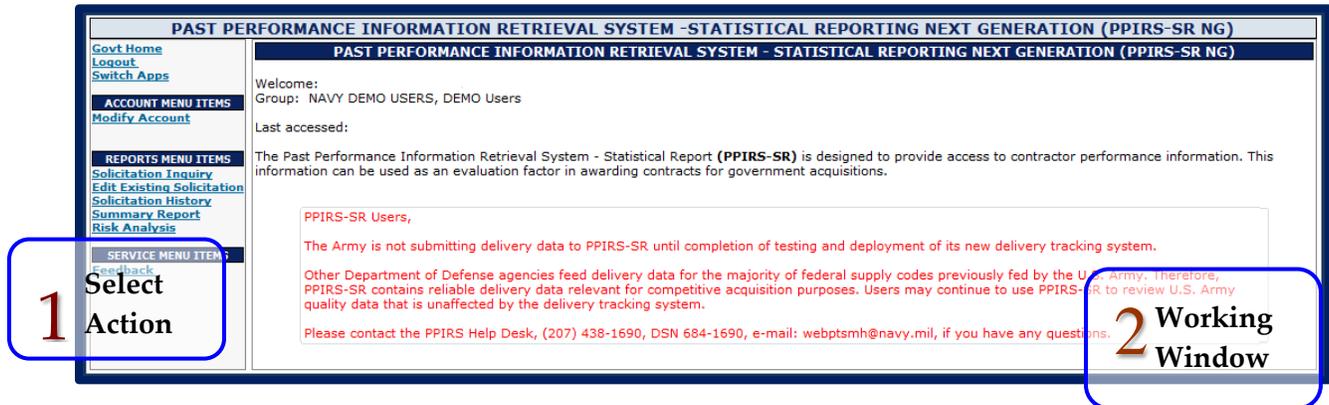


Figure 19: Working Order in PPIRS-SR NG

NOTE: *Make sure you use only the menu items, buttons, and controls within the PPIRS-SR NG work areas. To move around in PPIRS-SR NG, do not use your browser's Back button or Forward button. Instead, make sure you use PPIRS-SR NG's Window menu and the Navigation frame.*

4.1 NAVIGATING IN PPIRS-SR NG

NOTE: *The content displayed depends on your PPIRS-SR NG access rights. For more information on access rights, refer to Section 2 -*

In the navigation frame, you can perform the following actions:

- Return to the PPIRS-SR NG Government Main Page
- Log out of the system
- Switch applications between displaying classifications by FSC or NAICS
- View and update account information
- Review PPIRS-SR NG reports
- Submit feedback or suggestions about the application to the PPIRS-SR NG Program Manager

4.2 ACCOUNT MENU ITEMS

4.2.1 View Account

To access View Account select [View Account](#) in the Navigation frame. View Account allows the Awardee/Contractor user to verify their contact information.

MODIFY ACCOUNT INFORMATION

To ensure that all your changes are saved, please hit the Submit Changes button before leaving this page

*** Indicates Required Information**

Name

User ID: MINMOUSE

* First Name :

Middle Name :

* Last Name :

Title :

Contact Information

* Email :

* Phone Number :

Fax Number :

Last Access: 06/08/2016 13:09

DUNS Access

* DUNS :

DUNS	MPIN Last Validated	Added Date	Delete
9999999999999999	06/02/2016	06/02/2016	<input type="button" value="Delete"/>

Figure 20: Awardee/Contractor View Account

- a. Edit only the fields you wish to change.
- b. DUNS may be added or deleted.
- c. Click the **Submit Changes** button to save.

5. REPORTS

Reports allow users to review PPIRS-SR NG information. This includes quality and delivery performance information on all commodities contracts, most of which are lower than reported in the PPIRS Report Card (RC) system. Users may review quality and delivery records that have been challenged by the contractor, and government users may respond to contractor challenges. PPIRS-SR Next Generation includes a Procurement Risk Assessment capability. Users enter vendor bids and are warned of possible over- or under-payment risks based on historical purchase data. Items identified by agencies/services as High Risk (due to DMSMS, history of counterfeiting, etc.) are flagged with warnings and mitigation strategies.

5.1 CONTRACTOR REPORTS

After completion of the Contractor login process, the Contractor Main Page will be displayed.

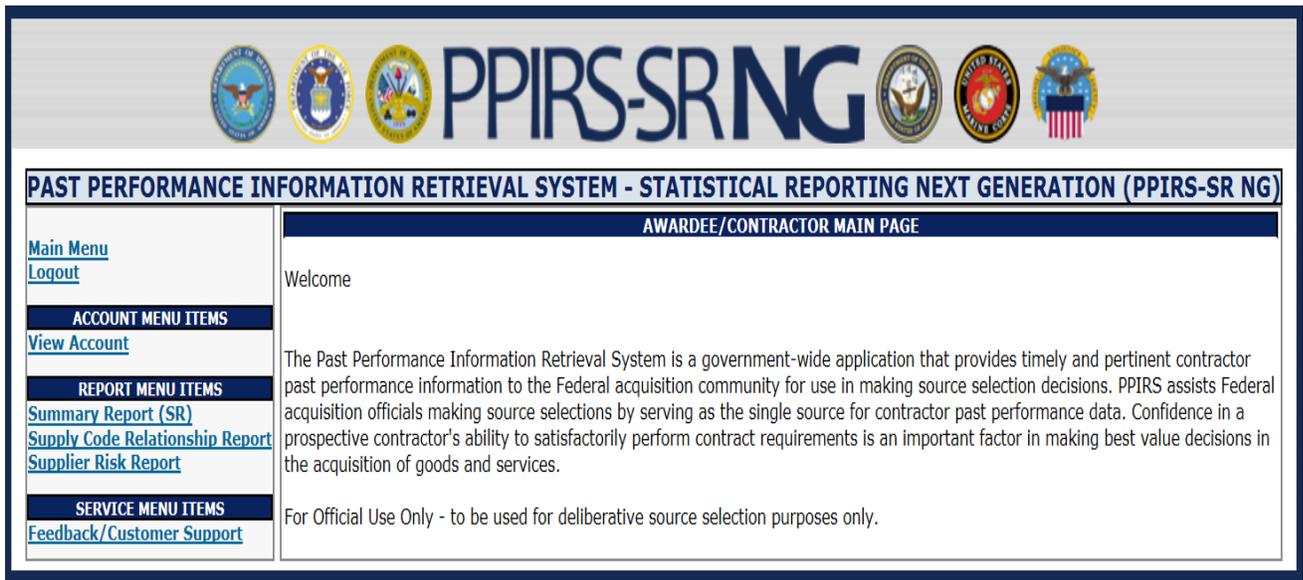


Figure 21: Contractor Main Page

5.1.1 Contractor Summary Report

To access the Summary Report select [Summary Report \(SR\)](#) in the Navigation frame.

The Contractor Summary Report displays all the Supply Code Classifications that PPIRS has data supplied for that contractor. PPIRS restricts the information a contractor may view only to the specific company DUNS and MPIN that is displayed (i.e. no Parent DUNS information).



Figure 22: Contractor Summary Report - Select CAGE

- a. Click dropdown to select CAGE



Figure 23: Contractor Summary Report - Select CAGE Dropdown

- b. Select CAGE Code
- c. Click **Run Summary Report**

CONTRACTOR SUMMARY REPORT

[Back](#)

QUALITY COLOR LEGEND	
Blue:	Top 5%
Purple:	Next 10%
Green:	Next 70%
Yellow:	Next 10%
Red:	Lowest 5%

Current Classifications:

CAGE Code	FSC Code	Weighted Delivery Score	Weighted Quality Performance	Classification Date
CPARS	4810	No Data (0 Records)	Color RED (1 Records)	06/08/2016
CPARS	4820	No Data (0 Records)	Color RED (2 Records)	06/08/2016
CPARS	332912	No Data (0 Records)	Color RED (1 Records)	06/08/2016
CPARS	332919	No Data (0 Records)	Color YELLOW (1 Records)	06/08/2016
CPARS	332997	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	332999	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	333111	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	333319	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	333924	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	333995	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	335313	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	335991	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	336311	No Data (0 Records)	Color YELLOW (1 Records)	06/08/2016
CPARS	339999	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	453220	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	453310	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	453910	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	453998	No Data (0 Records)	Color RED (4 Records)	06/08/2016
CPARS	522298	No Data (0 Records)	Color RED (4 Records)	06/08/2016

Point of Contact(s):

Services - Click on the link to send email

AIR FORCE
ALC HILL
ALC ROBINS
ALC TINKER
ARMY
DAPS
DCSO
DDC
DESC
DLA DELIVERY
DNSC
DRMS
DSC COLUMBUS
DSC PHILADELPHIA
DSC RICHMOND
GENERAL PROGRAM
USMC/NAVY

Figure 24: Contractor Summary Report Example

NOTE: Summary Report Point of Contact(s) Each service (e.g. USMC/NAVY) will provide a general mail box location for email correspondence (challenges and account requests) to PPIRS-SR NG . This person will be responsible for forwarding information to the appropriate people in the organization for challenged records.

We will also be expanding the mail box selection to include email addresses for specific group administrators under each service as those groups become more defined.

Linked items are [blue and underlined](#).

- d. The Contractor user may select any [FSC](#) (or [NAICS](#) if that access is chosen) on the Summary Report to see the detailed report for that FSC.

Print

Quality Color Code: GREEN
Weighted Delivery Score: 0

Negative Delivery Record(s) — [View Positive Delivery Record\(s\)](#)

6 Negative Delivery Records found.

New Records

Department/Agency	Contract No.	Type	Code/NSN	Due Date	Ship/Rec Date	Cancel Date.	Added Date	Challenge
No Data								

Existing Records

Department/Agency	Contract No.	Type	Code/NSN	Due Date	Ship/Rec Date	Cancel Date.	Added Date	Challenge
DLA	FAKECONTRACTNO6	FSC	2805	19-APR-2013	29-APR-2013		27-JUL-2013	N/A
DLA	FAKECONTRACTNO7	FSC	2805	03-APR-2015	10-MAY-2015		27-JUL-2015	N/A
DLA	FAKECONTRACTNO8	FSC	2805	18-MAY-2015			27-JUL-2015	<input type="checkbox"/>
DLA	FAKECONTRACTNO9	FSC	2805	11-APR-2014			27-JUL-2014	<input type="checkbox"/>
USMC/NAVY	FAKECONTRACTNO10	FSC	2805	10-APR-2014		16-APR-2014	27-JUL-2014	<input type="checkbox"/>
USMC/NAVY	FAKECONTRACTNO5	FSC	2805	12-JUN-2015		15-JUN-2015	27-JUL-2013	<input type="checkbox"/>

[Process CDD Challenge](#)

Bulletin(s)

Department/Agency	Serial No.	Type	Code/NSN	Added Date	Challenge
No Data					

DLA Quality Record(s)

CDCS No.	Type	Code/NSN	Contract No.	Type Code	Discrepancy Code	Cause Code	Disposition Code	C/A	Added Date	Challenge
No Data										

GIDEP Alert(s)

Department/Agency	Type	Code/NSN	Alert Number	Class	Added Date	Challenge
No Data						

Lab Test(s)

Department/Agency	Test Rpt No.	Type	Code/NSN	Contract No.	Critical/Major/Minor	Deficient Area	Added Date	Challenge
No Data								

Material Inspection Record(s)

Department/Agency	Serial No.	Type	Code/NSN	Contract No.	Critical/Major/Minor	Deficient Area	Added Date	Challenge
No Data								

Product Quality Deficiency Report(s)

Department/Agency	Activity & Serial No.	Type	Code/NSN	Category	Closed Date	Contract No.	Added Date	Challenge
No Data								

Survey Report(s)

Department/Agency	Type	Type	Code/NSN	Contract No.	Assessment Code	Survey Date	Serial No.	Added Date	Challenge
No Data									

Test Report(s)

Department/Agency	Report Type	Serial No.	Type	Code/NSN	Contract No.	Results	Added Date	Challenge
No Data								

Figure 25: Contractor Summary Report Detail

- e. Detail Report shows negative records, click on [View Positive Records](#) link to display positive records
- f. Click the **Print** button to print the results
- g. Click the checkbox in the Challenge column to select that item

- h. Items may be challenged up to two (2) times. First challenge is N/A until adjudicated.
- i. Click the **Process Challenge** button to submit a challenge for that particular record
- j. The Challenge Email window will open.

Challenge Email

Date : 20 Dec 2013

This correspondence will be sent to the following recipients:
USMC/NAVY - shaghtan@usmc.mil

CHALLENGE : NEGATIVE DELIVERY RECORD
CAGE CODE : CPARS
CONTRACT NUMBER : FAKECONTRACTNO10
SERIAL NUMBER : null
FSC\NSN : 2805
DUE DATE : 10-APR-2014

Enter Message:

— Optional: Find a Proof of Delivery document to attach and send: Browse...

Figure 26: Challenge Record Email

- k. The Awardee/Contractor user may provide supporting information in the **Enter Message** section of the window
- l. Optionally the user may attach documents to the email, click the **Browse...** button to attach files from your computer
- m. When all information has been entered, click the **Send** button, an email will be forwarded to the appropriate service designated POC, or click the **Cancel** button to return to the Contractor Detailed Summary Report window
- n. Click **Summary Report (SR)** in the Navigation frame to return to the Summary Report
- o. Click the **Logout** in the Navigation frame to return to the login page

5.1.2 Supply Code Relationship Report

To access the Supply Code Relationship Report select [Supply Code Relationship Report](#) in the Navigation frame.

This report is an administrative helper tool to enable the user to verify the current data integrity relationships between FSC to NAICS and NAICS to FSC supply codes. You can use the report to search for specific supply codes, or by selecting the 'Display All Relationships' button see the entire matrix.

SUPPLY CODE RELATIONSHIP REPORT

[Print](#)

Purpose: This report is an administrative helper tool to enable the user to verify the current data integrity relationships between fsc to naics and naics to fsc supply codes. You can use the report to search for specific supply codes, or by selecting the 'Display All Relationships' button see the entire matrix.

This data and its relationships are updated whenever new codes are added.

[Help: Relating Supply Codes to Performance Scores.](#)

General Search Instructions: Select one of the following radio buttons in order to search or to sort by either FSC or NAICS Supply Code:

Search/Sort by: FSC or by NAICS

Search For Individual Supply Codes Instructions:
Enter values, and then select 'Search' to produce a Supply Code Relationship Report.

[Search](#)

[FSC = 4 digits; NAICS = 6 digits]

Display All Relationship Instructions:
Selecting this link will provide a complete listing of all FSC to NAICS code relationships and their descriptions sorted by the Supply Code selected in the 'Search/Sort' radio buttons, and then sub-sorted by the other code.

[Display All Relationships](#)

Figure 27: Supply Code Relationship Report Search

- a. Select the manner in which you would like to perform the search by clicking the radio button next to your choice, either Federal Supply Class (FSC) or North American Industry Classification System (NAICS) *or*
- b. Click the [Display All Relationships](#) button to display all, or choose Search/Sort by radio button to see specific codes

- e. Click the **Print** button to print the results

SUPPLY CODE RELATIONSHIP REPORT

[Print](#)

Purpose: This report is an administrative helper tool to enable the user to verify the current data integrity relationships between fsc to naics and naics to fsc supply codes. You can use the report to search for specific supply codes, or by selecting the 'Display All Relationships' button see the entire matrix.

This data and its relationships are updated whenever new codes are added.

[Help: Relating Supply Codes to Performance Scores.](#)

General Search Instructions: Select one of the following radio buttons in order to search or to sort by either FSC or NAICS Supply Code:

Search/Sort by: FSC or by NAICS

Search For Individual Supply Codes Instructions:
Enter values, and then select 'Search' to produce a Supply Code Relationship Report.

332911 [Search](#)

[FSC = 4 digits; NAICS = 6 digits]

Display All Relationship Instructions:
Selecting this link will provide a complete listing of all FSC to NAICS code relationships and their descriptions sorted by the Supply Code selected in the 'Search/Sort' radio buttons, and then sub-sorted by the other code.

[Display All Relationships](#)

Figure 30: Supply Code Relationship Report Search By NAICS Screen

- f. If NAICS is selected, enter a North American Industry Classification System code in the field provided and click **Search** (you may enter up to 5 NAICS)

SUPPLY CODE RELATIONSHIP REPORT

[Print](#)

Purpose: This report is an administrative helper tool to enable the user to verify the current data integrity relationships between fsc to naics and naics to fsc supply codes. You can use the report to search for specific supply codes, or by selecting the 'Display All Relationships' button see the entire matrix.

This data and its relationships are updated whenever new codes are added.

[Help: Relating Supply Codes to Performance Scores.](#)

General Search Instructions: Select one of the following radio buttons in order to search or to sort by either FSC or NAICS Supply Code:

Search/Sort by: FSC or by NAICS

Search For Individual Supply Codes Instructions:
Enter values, and then select 'Search' to produce a Supply Code Relationship Report.

[FSC = 4 digits; NAICS = 6 digits]

Display All Relationship Instructions:
Selecting this link will provide a complete listing of all FSC to NAICS code relationships and their descriptions sorted by the Supply Code selected in the 'Search/Sort' radio buttons, and then sub-sorted by the other code.

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

Search Type	Search Code	Result Description	Result Type	Result Code	Result Description
NAICS	332911	INDUSTRIAL VALVE MANUFACTURING	FSC	4810	VALVES PWRD
NAICS	332911	INDUSTRIAL VALVE MANUFACTURING	FSC	4820	VALVES NON PWRD

Figure 31: Supply Code Relationship Report Search By NAICS Results

- g. Click the [here](#) link to download data to Microsoft Excel format
- h. Click the **Print** button to print the results

5.2.1 Supplier Risk Report

To access the Supply Code Relationship Report select **Supplier Risk Report** in the Navigation frame.

This report is a Standalone way to see detailed Supplier Risk. Supplier Score shown considers if vendor is on DLA's Qualified Manufacturer/Producer List.

- a. Click dropdown to select CAGE



The screenshot displays the 'CONTRACTOR SUPPLIER RISK REPORT' interface. At the top, there is a 'Print' button. Below it, the text reads 'Please choose a CAGE, and click Run Supplier Risk Report'. A dropdown menu for 'CAGE Code' is open, showing three options: 'CCCCC', 'CPARS', and 'BBBBB'. A red arrow points to the 'CCCCC' option. Below the dropdown, the 'Run Supplier Risk Report' button is circled in red.

Figure 32: Supplier Risk Report Select CAGE

- b. Select CAGE Code
- c. Click **Run Supplier Risk Report**

CONTRACTOR SUPPLIER RISK REPORT

[Back](#)

Source Selection Sensitive Information, See FAR 2.101, 3.104, and 42.1503

Contractor Information	
CAGE:	CPARS
Company Name:	TEST COMPANY
Address:	TEST COMPANY ADDRESS
City/State/Zip:	PORTSMOUTH
Excluded:	No

[Show Supplier Color Legend](#)

Supplier Risk Score
GREEN (223.86)

Suspected Counterfeit
NO

Scored Data - [Show More Detail](#)

Factor	Records
Suspected Counterfeit	0
Quality Score Rankings	3
Overall Delivery Score	0
CPARS	3
Corrective Action Requests	0
Corrective Action Plans	0
Surveys	0
Program Assessment Reports	0
GIDEP (non-counterfeit)	0
FAPIIS	0

Info Only - [Show More Detail](#)

Source	Records
DMSMS	0
Supply Discrepancy Reports (SDR)	1
Product Quality Deficiency Reports (PQDR)	4
Special Quality Data	0
Supplier Audits (SAP)	1
Material Inspection Reports (MIR)	0
Material Test Records	0
Naval Bulletin	0
Product Lot/Verification Testing	0
System for Award Management (SAM)	0

Figure 33: Supplier Risk Report Detail

- d. Scored Data - Factors that go into the numerical score. If Records > 0, the Factor becomes a link to display additional detail
- e. Info Only - Data of interest but not scored. Detail available if records > 0
- f. Score Data click - [Show More Detail](#)

CONTRACTOR SUPPLIER RISK REPORT

[Back](#)

Source Selection Sensitive Information, See FAR 2.101, 3.104, and 42.1503

Contractor Information	
CAGE:	CPARS
Company Name:	TEST COMPANY
Address:	TEST COMPANY ADDRESS
City/State/Zip:	PORTSMOUTH
Excluded:	No

[Show Supplier Color Legend](#)

Supplier Risk Score
GREEN (223.86)

Suspected Counterfeit
NO

Scored Data - [Show Less Detail](#)

Suspected Counterfeit

FSC	#
No data	

Quality Score Rankings - [Contact for Challenge](#)

FSC	Records	Ranking
4810	0	Bottom third
4820	0	Bottom third
9999	0	Bottom third

Overall Delivery Score

Delivery Records	Score
No data	

CPARS

Report Type	#
No data	

Corrective Action Requests

Level 1	Level 2	Level 3	Level 4
No data			

Corrective Action Plans

Status	#
No data	

Surveys

Survey Type	#
No data	

Program Assessment Reports

Green #	Yellow #	Red #
No data		

GIDEP (non-counterfeit)

FSC	#
No data	

FAPIIS

FSC	#
No data	

Info Only - [Show More Detail](#)

Source	Records
DMSMS	0
Supply Discrepancy Reports (SDR)	1
Product Quality Deficiency Reports (PODR)	4
Special Quality Data	0
Supplier Audits (SAP)	1
Material Inspection Reports (MIR)	0
Material Test Records	0
Naval Bulletin	0
Product Lot/Verification Testing	0
System for Award Management (SAM)	0

Figure 34: Score Data - Show More Detail Example

g. Score Data Click a linked **Factor**

CONTRACTOR SUPPLIER RISK REPORT

[Back](#)

Source Selection Sensitive Information, See FAR 2.101, 3.104, and 42.1503

Contractor Information	
CAGE:	CPARS
Company Name:	TEST COMPANY
Address:	TEST COMPANY ADDRESS
City/State/Zip:	PORTSMOUTH
Excluded:	No

[Show Supplier Color Legend](#)

**Supplier Risk Score
GREEN (223.86)**

**Suspected Counterfeit
NO**

Scored Data - [Show More Detail](#)

Factor	Records
Suspected Counterfeit	0
Quality Score Rankings	3
Overall Delivery Score	0
CPARS	3
Corrective Action Requests	0
Corrective Action Plans	0
Surveys	0
Program Assessment Reports	0
GIDEP (non-counterfeit)	0
FAPIS	0

Info Only - [Show More Detail](#)

Source	Records
DMSMS	0
Supply Discrepancy Reports (SDR)	1
Product Quality Deficiency Reports (PQDR)	4
Special Quality Data	0
Supplier Audits (SAP)	1
Material Inspection Reports (MIR)	0
Material Test Records	0
Naval Bulletin	0
Product Lot/Verification Testing	0
System for Award Management (SAM)	0

Quality Score Rankings - [Contact for Challenge](#)

FSC	Records	Ranking
4810	0	Bottom third
4820	0	Bottom third
9999	0	Bottom third

Figure 35: Score Data Factor Example

h. Score Data - Click [Contact for Challenge](#)

Contact Information	
To Inquire about Supply Discrepancy Reports (SDR) records, please contact the appropriate service/agency POC (see below)	
Point of Contact(s):	
Services - Click on the link to send email	
AIR FORCE	
ALC HILL	
ALC ROBINS	
ALC TINKER	
ARMY	
DAPS	
DCSO	
DDC	
DESC	
DLA	
DNSC	
DRMS	
DSC COLUMBUS	
DSC PHILADELPHIA	
DSC RICHMOND	
GENERAL PROGRAM	
GSA	
USMC/NAVY	

Figure 36: Contact for Challenge Example

i. Info Only click - [Show More Detail](#)

CONTRACTOR SUPPLIER RISK REPORT

[Back](#)

Source Selection Sensitive Information, See FAR 2.101, 3.104, and 42.1503

Contractor Information	
CAGE:	CPARS
Company Name:	TEST COMPANY
Address:	TEST COMPANY ADDRESS
City/State/Zip:	PORTSMOUTH
Excluded:	No

[Show Supplier Color Legend](#)

Supplier Risk Score
GREEN (223.86)

Suspected Counterfeit
NO

Scored Data - [Show More Detail](#)

Factor	Records
Suspected Counterfeit	0
Quality Score Rankings	3
Overall Delivery Score	0
CPARS	3
Corrective Action Requests	0
Corrective Action Plans	0
Surveys	0
Program Assessment Reports	0
GIDEP (non-counterfeit)	0
FAPIS	0

Info Only - [Show Less Detail](#)

DMSMS

Source	#
No data	

Supply Discrepancy Reports (SDR) - [Contact for Inquiry](#)

Serial #	Requisition #	Type	Problem	Discrepancy	Action
140006	112211223344555	SHIPPING	SUPPLY CUSTOMER ORIGINATED, DIRECT VENDOR SHIPPED	In a condition other than shown on supply document or on the supporting inspection/test certificate (if hazardous materiel use code H1)	Disposition instructions for discrepant materiel requested; financial action not applicable.

Product Quality Deficiency Reports (PQDR) - [Contact for Inquiry](#)

Serial #	Designator	FSC	Added Date	Category
	AIR FORCE	9999	04/20/2015	CATEGORY I
	AIR FORCE	9999	03/04/2015	CATEGORY I
	AIR FORCE	9999	10/18/2014	CATEGORY II
	AIR FORCE	9999	12/18/2014	CATEGORY II

Special Quality Data (SQD)

Serial #	FSC	Issue Date	Completed Date
No data			

Supplier Audits (SAP) - [Contact for Inquiry](#)

Activity	Year	Date	Result
N45112	2015	03/03/2015	SATISFACTORY

Material Inspection Reports (MIR)

Serial #	Designator	Inspection Date	FSC	Criticality	Attribute
No data					

Material Test Records

Serial #	Designator	FSC	Date	Result
No data				

Naval Bulletin

Serial #	Designator	Date	FSC
No data			

Product Lot / Verification Testing

Serial #	Designator	FSC	Date	Result
No data				

System for Award Management (SAM)

FSC	#
No data	

Figure 37: Info Only - Show More Detail Example

j. Info Only click a linked [Source](#)

CONTRACTOR SUPPLIER RISK REPORT

[Back](#)

Source Selection Sensitive Information, See FAR 2.101, 3.104, and 42.1503

Contractor Information	
CAGE:	CPARS
Company Name:	TEST COMPANY
Address:	TEST COMPANY ADDRESS
City/State/Zip:	PORTSMOUTH
Excluded:	No

[Show Supplier Color Legend](#)

Supplier Risk Score
GREEN (223.86)

Suspected Counterfeit
NO

Scored Data - [Show More Detail](#)

Factor	Records
Suspected Counterfeit	0
Quality Score Rankings	3
Overall Delivery Score	0
CPARS	3
Corrective Action Requests	0
Corrective Action Plans	0
Surveys	0
Program Assessment Reports	0
GIDEP (non-counterfeit)	0
FAPIS	0

Info Only - [Show More Detail](#)

Source	Records
DMSMS	0
Supply Discrepancy Reports (SDR)	1
Product Quality Deficiency Reports (PODR)	4
Special Quality Data	0
Supplier Audits (SAP)	1
Material Inspection Reports (MIR)	0
Material Test Records	0
Naval Bulletin	0
Product Lot/Verification Testing	0
System for Award Management (SAM)	0

Supply Discrepancy Reports (SDR) - [Contact for Inquiry](#)

Serial #	Requisition #	Type	Problem	Discrepancy	Action
140006	112211223344555	SHIPPING	SUPPLY CUSTOMER ORIGINATED, DIRECT VENDOR SHIPPED	In a condition other than shown on supply document or on the supporting inspection/test certificate (if hazardous materiel use code H1)	Disposition instructions for discrepant materiel requested; financial action not applicable.

Figure 38: Info Only Source Example

5.2.2 Feedback/Customer Support

Feedback/Customer Support allows the user to submit feedback or suggestions about the application to the PPIRS-SR NG Program Manager.

To access Feedback/Customer Support:

- a. In the navigation frame, click on [Feedback/Customer Support](#) (form appears in the working window)

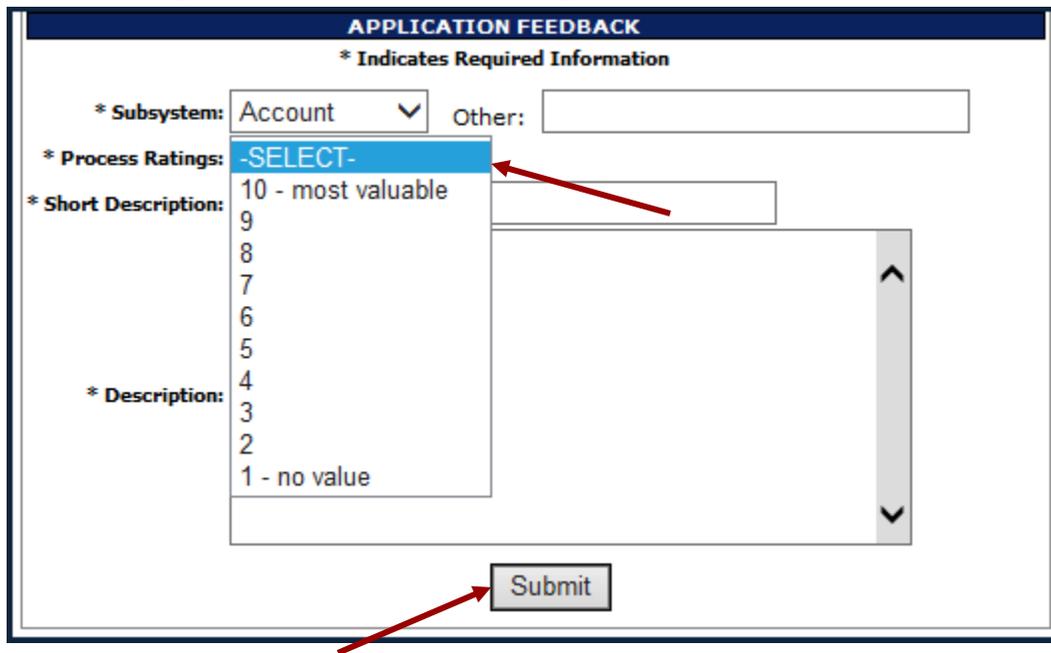
Figure 39: Feedback/Customer Support Window

- b. Click dropdown to select Subsystem

Figure 40: Feedback/Customer Window Subsystem Dropdown

- c. Select desired Subsystem from the drop down list
- d. If Other is selected the subsystem must be named in the **Other:** input box

- e. Click dropdown to select Process Rating



The screenshot displays the 'APPLICATION FEEDBACK' form. At the top, it says '* Indicates Required Information'. The form includes several fields: '* Subsystem:' with a dropdown menu currently set to 'Account' and an 'Other:' text input field; '* Process Ratings:' with a dropdown menu that is open, showing a list of ratings from 1 to 10, with '-SELECT-' at the top; '* Short Description:' with a text input field; and '* Description:' with a larger text input area. A 'Submit' button is located at the bottom right of the form. Two red arrows point to the 'Process Ratings' dropdown menu and the 'Submit' button.

Figure 41: Feedback/Customer Window Rating Dropdown

- f. Select desired Process Rating from the drop down list
- g. Add comments to the comment section and click the **Submit** button to send your comments to the PPIRS-SR NG Program Manager

REFERENCED DOCUMENTS

The following documents of the exact issue shown form a part of this document to the extent specified herein.

Documents Referenced in this User's Manual	
DOCUMENT	DESCRIPTION
Privacy Act of 1974	http://www.usdoj.gov/foi a/privstat.htm
PPIRS-SR NG -SVD-1.0	Software Version Description for PPIRS-SR NG 1.0
PPIRS-SR NG -SUM Admin	Software User's Manual, Administrative Edition

APPENDIX A : **GLOSSARY**

This section provides definitions for acronyms, abbreviations and terms used in PPIRS-SR NG .

Acronyms and Abbreviations	
ACRONYM/ ABBREVIATION	DEFINITION
CAGE Code	Contractor and Government Entity Code
CCR	Central Contractor Registration
CDA	Central Design Activity
DRS	Deficiency Reporting System
DUNS	Data Universal Numbering System
FSC	Federal Supply Classification Code
JDRS	Joint Deficiency Reporting System
MPIN	Marketing Partner Identification Number
NAICS	North American Industry Classification System
PDREP	Product Data Reporting and Evaluation Program
POC	Point of Contact
PPIRS-SR NG	Past Performance Information Retrieval System Statistical Reporting Next Generation
PQDRs	Product Quality Deficiency Reports
SAM	System for Award Management

APPENDIX B : **PPIRS-SR NG TERMS AND DEFINITIONS**

TERM	Definition
Contractor Access	View company information. View Contractor Summary Reports. Execute Supply Code Relationship Reports. Execute Supplier Risk Report. View Contractor Detailed Reports. File a Challenge, if necessary. View the results of challenged reports.
Government Access	View and modify your account information. View All PPIRS-SR NG Reports. Provide customer feedback.

APPENDIX C : **TROUBLESHOOTING HINTS AND TIPS**

Should you need assistance with PPIRS-SR NG , read the following troubleshooting hints and tips to help you determine your point of contact (POC) for assistance.

Common PPIRS-SR NG Issues		
PROBLEM	DIAGNOSIS	POC
Password problems	Caps Lock key active or incorrect password.	PPIRS-SR NG Administrator
Locked account	Possible password expiration or incorrect password entered.	PPIRS-SR NG Administrator
PPIRS-SR NG doesn't execute	Possible software or hardware changes to users PC.	Local IT personnel
PPIRS-SR NG is not running efficiently. Is the trouble isolated or widespread? Is everyone having the same problem or just one person or one group of people?	Possible local PC issue or local network issues.	Local IT personnel*
Access to PPIRS-SR NG is denied.	A user's shop has changed. No current week available for the user.	PPIRS-SR NG Administrator: Administrator may check the site's batch schedule.
PPIRS-SR NG is unavailable due to batch operations.	Possibility that PPIRS-SR NG batch jobs may be running.	PPIRS-SR NG Administrator: Administrator may check the site's batch schedule.
* When local network engineers are involved, a trace route or a set of pings or both would be very helpful to have when calling.		

If you have any problems or questions while using the system, call the Help Desk at (207) 438-1690 or DSN 684-1690 for assistance.

APPENDIX D : NAVIGATION FRAME ITEMS

ITEM	DESCRIPTION
<u>Main Menu</u>	Returns the user to the PPIRS-SR NG Government Main Page.
<u>Logout</u>	Used to log out of the system.
<u>View Account</u>	Allows the user to view and update account information including changes in e-mail or mailing addresses.
<u>Summary Report(SR)</u>	Allows users to enter CAGE Code(s) and FSC(s) to view the contractor's current classifications.
<u>Supply Code Relationship Report</u>	Contractor and administrative helper tool to enable the user to verify the current data integrity relationships between FSC to NAICS and NAICS to FSC supply codes.
<u>Supplier Risk Report</u>	Standalone way to see detailed Supplier Risk
<u>Feedback/Customer Support</u>	Allows users to provide a customer feedback rating of the information provided by PPIRS-SR NG for solicitation.

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