

**Department of Defense**  
**Past Performance Information Retrieval**  
**System**  
**(PPIRS-SR)**



**Software User's Manual**  
**(DRAFT)**

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**PPIRS-SR 2.2.13 Document Acceptance**

The undersigned agree this Past Performance Information Retrieval System Statistical Reporting (PPIRS-SR) Software User's Manual Version 2.2.13 accurately describes the PPIRS-SR and the activities surrounding its development.

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*Project Manager*

**Record of Versions and Changes**

<b>Document Version #</b>	<b>Version Date</b>	<b>Detailed Description of Change</b>
1	MAR2007	Baseline document
2	MAR2009	Updates for V1.0.00134
3	SEP2009	Updates for V2.0.00000
4	SEP2012	Updates for V2.2.13

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## 1. WHAT IS PPIRS-SR?

Past Performance Information Retrieval System Statistical Reporting (PPIRS-SR) provides past delivery and quality performance information for commodities including contracts under the thresholds established in the PPIRS report card system. The sources of data include: the Department of Navy's Product Data Reporting and Evaluation Program (PDREP), the Army's Logistics Modernization Program - Virtual Contracting Enterprise Reporting and Delinquency System (LMP-VCERADS), the Air Force's JO18 (Delivery) and GO21 (Deficiency Reporting Information System), the Joint Deficiency Reporting System (JDRS) for joint Services aviation PQDRs, and DLA's Automated Best Value System (ABVS). ABVS will be replaced by DLA's Enterprise Business System's (EBS) eProcurement tool around the start of FY 2013. 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).

PPIRS-SR is a web-enabled application accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at [www.PPIRS.gov](http://www.PPIRS.gov).

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 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, therefore ONLY DoD users are allowed access to PPIRS-SR. No Federal government users may have access. This policy may change once federally operated data sources (such as the General Services Administration) supply data. No timeline has been established, but hopes are to have this available to all Federal users sometime during FY 2013.

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

Contractors (vendors) may access their own company contract information in PPIRS-SR. 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](http://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 Logon to PPIRS-SR using your Data Universal Numbering System (DUNS) and MPIN identification.

## 1.1 DOCUMENT OVERVIEW

This software user's manual provides instructions and step-by-step procedures for the PPIRS-SR Version 2.2.13 functionality. It describes procedures for gaining access to PPIRS-SR, 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.

## 2. PPIRS-SR USER ROLES AND RESPONSIBILITIES

There are three types of access in PPIRS-SR: Contractor User, Government User, and Admin User. This section describes Contractor User and Government User roles and the responsibilities that accompany them. Admin user is described in the PPIRS-SR Software User's Manual, Administration and will not be covered herein. A list of PPIRS-SR Terms And Definitions is contained in **Appendix B**.

### 2.1 CONTRACTOR USER:

As a contractor you will be able to:

- View your company information
- View your Contractor Summary Reports.
- View your Contractor Detailed Reports
- View your Report Card Assessment Reports

**NOTE:** *Contractors can gain access by updating the company's profile at the Central Contractor Registration (CCR) now located at [www.sam.gov](http://www.sam.gov). Contractors must identify a Past Performance Point of Contact and specify a Marketing Partner Identification Number (MPIN). This MPIN in combination with the company's Data Universal Numbering System (DUNS) number is used to log into the PPIRS-SR system.*

#### 2.1.1 Contractor User Responsibilities:

- Obtain a valid PKI Certificate (optional)
- Register with CCR
  - Identify a Past Performance Point of Contact
  - Specify a Marketing Partner Identification Number (MPIN)
- Verify that company information available to source selection officials is complete and accurate
- Ensure the contracting office has reported/updated all company data

## 2.2 GOVERNMENT USER

A Government User is a PPIRS-SR user that can provide/view past delivery and quality performance information on contracts. As a Government User, you will:

- Obtain a Government Account
- View and modify your account information
- View PPIRS-SR Reports
- Provide customer feedback

### 2.2.1 Government User Responsibilities:

**Obtain Government Account.** Government Users log in using a Userid and Password. For more information obtaining an account, refer to Section 3.4.2 - Requesting a New Account (Government Only))

**Modify Account.** Allows user to view and update their account information including changes in e-mail or mailing addresses. For more information on modifying your account, refer to Section 4.2 – Modify Account..

**View Reports.** Allows users to review PPIRS-SR information. This includes quality and delivery performance information on contracts lower than reported in the PPIRS Report Card (RC) system

**Feedback.** Allows users to provide feedback rating of the information provided by PPIRS-SR for solicitation purposes. For more information on this, refer to Section 4.2 – Feedback Report.

**NOTE:** *Government users need to go to the PPIRS-SR login screen and fill out an on-line request for an account in order to gain system access. After establishing a Userid/Password, access to the group is granted, and each user may access the Government Main Page.*

### **2.3 PPIRS-SR CENTRAL DESIGN ACTIVITY (CDA)**

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

- Maintain PPIRS-SR software
- Maintain PPIRS-SR 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
- Provide technical expertise in PPIRS-SR application administration and processing
- Verify databases are available to users

### 3. ACCESSING PPIRS-SR

This section tells you how to modify your Internet Explorer settings for PPIRS-SR, how to log in and out of the application, how to change your password, and how to work in PPIRS-SR. Internet Explorer (IE) is the preferred browser for PPIRS-SR, 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 Hardware Requirements for Activity

The hardware required for installing, configuring, maintaining, and running PPIRS-SR is listed below.

**Minimum Client PC Requirements**

Type	Recommended Minimum
CPU	Pentium II/800 Processor
Memory	256 Mb RAM
Video display	Per Navy guidelines, SVGA 800 x 600 resolution.

##### 3.1.2 Software Requirements

The software required for installing, configuring, maintaining, and running PPIRS-SR is listed below.

**Software for Client PC**

Software	Version	Source
Microsoft (MS) Windows Operating System <i>(Preferred)</i>	2000, XP	Appropriate vendor
Internet Explorer <i>(Preferred)</i>	The system shall be able to run on any operating system using Internet Explorer (IE) 6.0 or later, or on IE 5.5* running MS XML Parser 3.0 or later.	Appropriate vendor

## 3.2 BEFORE YOU LOG INTO PPIRS-SR

Before you log into PPIRS-SR for the first time, you should adjust your screen resolution, disable AutoComplete, and set additional security measures. These changes will maximize your PPIRS-SR experience.

### 3.2.1 Changing Your Screen Resolution

A screen resolution of 800 X 600 is the minimum recommended for the best viewing results with a minimum of scrolling. Keep in mind that PPIRS-SR does work with resolutions smaller than this, but setting your screen to 800 X 600 will greatly enhance your experience with PPIRS-SR. If your screen is set to a larger resolution, such as 1024 x 768, you can use the following procedures to change your resolution:

#### To change your screen resolution:

- a. In an empty space on your computer desktop, right-click your mouse
- b. Select **Properties**
- c. Click the **Settings** tab
- d. In the Screen resolution area, move the arrow to the right until the resolution reads at least 800 by 600
- e. Click **OK** (screen goes black for a moment, then comes back on at the adjusted resolution)

### 3.2.2 Disabling AutoComplete

The AutoComplete feature saves previous entries you have made for Web addresses, forms, and passwords. For security purposes, it is recommended that you disable AutoComplete features in your browser in order to ensure personal information is not being saved to your PC.

#### To disable AutoComplete:

- a. In the Internet Explorer menu bar, click **Tools → Internet Options**  
(Internet Options dialog box appears)
- b. Click the **Contents** tab
- c. In the Personal Information area, click **Auto Complete** (AutoComplete Settings dialog box appears)
- d. Verify that all check boxes are not checked
- e. Click **Clear Forms** and **Clear Passwords**
- f. Click **OK**

### 3.2.3 Setting Additional Security

If you are operating behind a proxy server, you also need to select the check box next to Use HTTP 1.1 through proxy connections.

Click **OK**.

**NOTE:** *For Users with Citrix Servers, it may be necessary to check the following: **Tools/Internet Options/Advanced Tab: Check to select "Browsing: Force off screen compositing even under Terminal Server."***

*Click **OK**.*

## 3.3 GOVERNMENT ACCESS TO PPIRS-SR

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

### 3.3.1 Userid

New Accounts/First Logon 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 3.4.2 - Requesting a New Account (Government Only).

### 3.3.2 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.

- At least 2 UPPERCASE and 2 lower case letters.
- At least 2 numbers.
- At least 2 special characters
- Must be 15 - 20 characters
- 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
- Your last 10 passwords are kept and cannot be reused

### 3.4 LOGGING INTO PPIRS-SR

Once you complete the computer configurations discussed in Section 3.2, you are ready to log into PPIRS-SR. PPIRS-SR is accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at [www.ppirs.gov](http://www.ppirs.gov).

**To log into PPIRS-SR:**

- 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 Home** page. The frame on the left of the home page provides a link to the **PPIRS System Logon web page**. There are also tabs available on the PPIRS home page supplying various sources of information: PPIRS Frequently Asked Questions (FAQs), Guidance, PPIRS User Manuals 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 or DoD past performance policy.



Figure 1: PPIRS Home Page

c. Click on PPIRS System Logon on the left side.

### 3.4.1 PPIRS Logon

Below is the introductory page for PPIRS. This page is displayed when **PPIRS System Logon** is selected from the PPIRS home page. *See Figure 1: PPIRS Home Page.*

**NOTE:** *Contractor and Government user Logon 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 Central Contractor Registry (CCR), which is now available at [www.sam.gov](http://www.sam.gov). Government users log in with a User Id and Password.*

**PPIRS**  
PAST PERFORMANCE  
INFORMATION RETRIEVAL SYSTEM

**SECURITY WARNING**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Users will not share account passwords with anyone, including Personal Identification Numbers for Common Access Cards associated with Public Key Infrastructure.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**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](#) [Awardee/Contractor Logon \(Without PKI\)](#) [Federal Logon](#) [DoD Logon](#) [Home](#)

PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09

**Figure 2: PPIRS Logon**

- a. A contractor looking to verify company information in PPIRS may select either the [Awardee/Contractor Logon](#) link, or the [Awardee/Contractor Logon \(Without PKI\)](#) link
- b. A Federal user (government non-DoD) looking for information in PPIRS selects the [Federal Logon](#) link
- c. A Department of Defense Government user looking for information in PPIRS selects the [DoD Logon](#) link
- d. To return to the PPIRS home page select the [Home](#) link

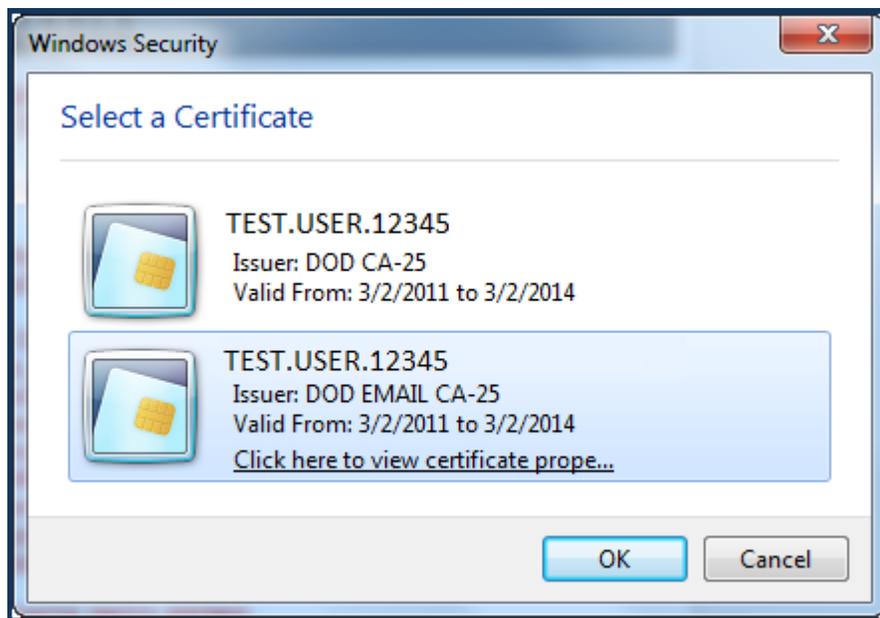
**NOTE:** *Any user accessing private DoD web sites may have a PKI certificate to access the site. PPIRS is a private DoD web site. PKI certificates offer added security, but are not necessary to access PPIRS.*

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 on through an External Certificate Authority (ECA).

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.com/verisign-business-solutions/public-sector-solutions/ieca-eca-certificates/index.html>

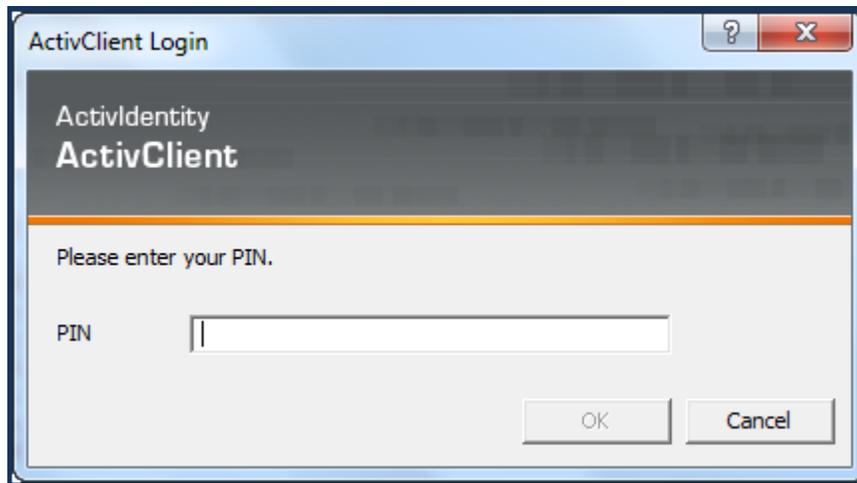
The following site provides additional FAQs on the subject of ECAs: <http://iase.disa.mil/pki/eca/index.htm>

If the user chooses to Logon using PKI a pop up similar to the one below for DoD users is displayed.



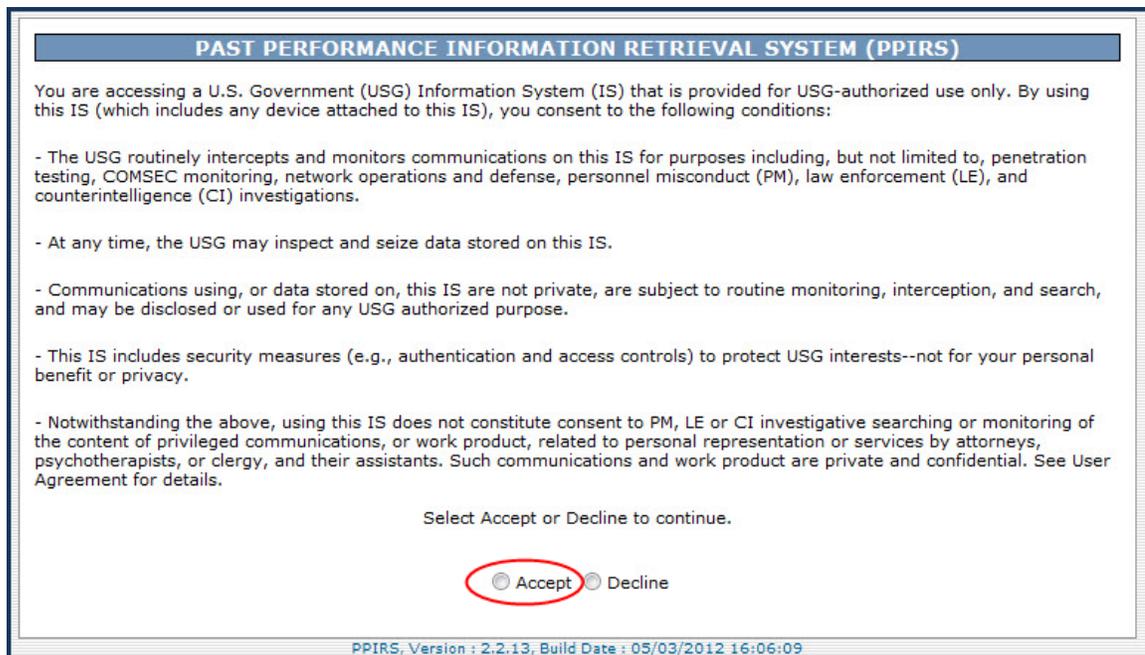
**Figure 3: PKI Certificate Pop Up**

- e. If PKI is used select a certificate and click **OK**
- f. The following pop up will display



**Figure 4: ActivClient Login**

- g. Enter PIN & click **OK**
- h. Whatever Logon method you choose, a Government Warning and Consent Banner will display



**Figure 5: Security Warning**

- i. When you have read the warning message, click your selection
- j. You must click the radio button for **Accept** to continue
- k. Instructions on how to Request Accounts will depend on the logon required (see the following sections)

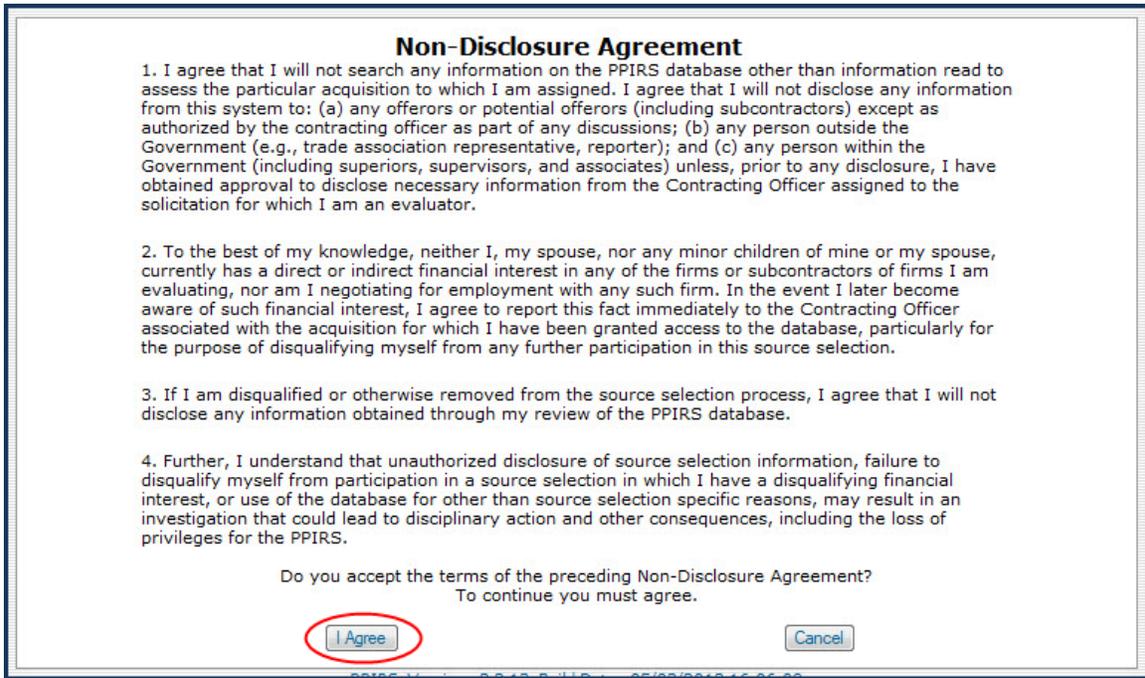
### 3.4.2 Requesting a New Account (Government Only)

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



**Figure 6: PPIRS Government Login Window**

- b. The Non-Disclosure Agreement will display



**Figure 7: Non-Disclosure Agreement**

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

**REQUEST GOVERNMENT ACCOUNT**

You must be a Government Employee to be granted access to this part of the application. You will not be granted full access to its features until this has been confirmed.  
[Help](#)

\* Indicates Required Information

**Name**

\* First Name:   
Middle Name:   
\* Last Name:   
Title:   
Organization:

**Mailing Address**

\* Address:   
  
\* City:   
\* State/Province:   
\* Postal Code:   
\* Country:

**Contact Information**

\* Email Address:   
\* Commercial Voice:   
Commercial FAX:   
DSN Voice:   
DSN FAX:

**Supervisor Information**

First Name:   
Middle Name:   
Last Name:   
Commercial Voice:

**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 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:

\* Select Application:

PPIRS-RC  
 PPIRS-SR  
 FAPIIS Only Access

**Figure 8: Request Government Account**

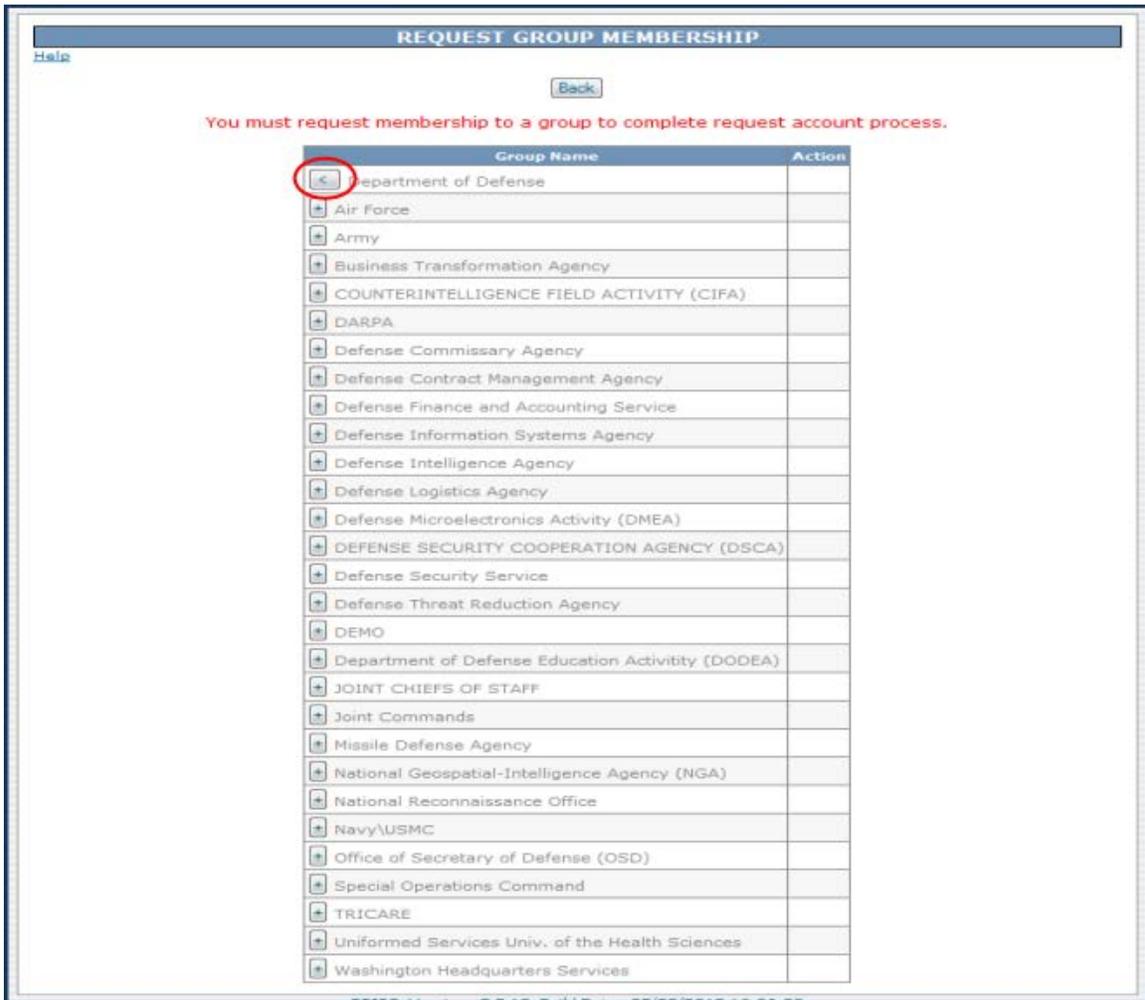
- e. Enter your information
- f. Click radio button in the Select Application box to select the application for which you are requesting access (PPIRS-SR).
- g. Click the **Submit** button

h. You are required to Request Group Membership



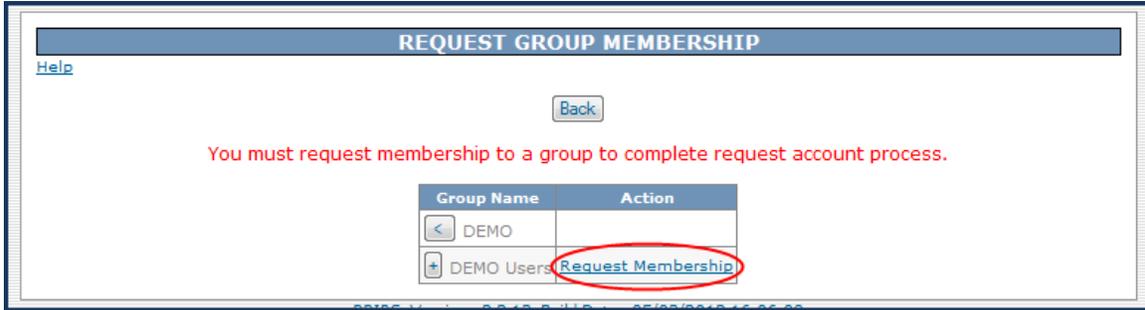
**Figure 9: Request Group Membership 1**

- i. Click the + to expand a Group Name
- j. If an incorrect group is selected click on the < to backup through the groups one level at a time



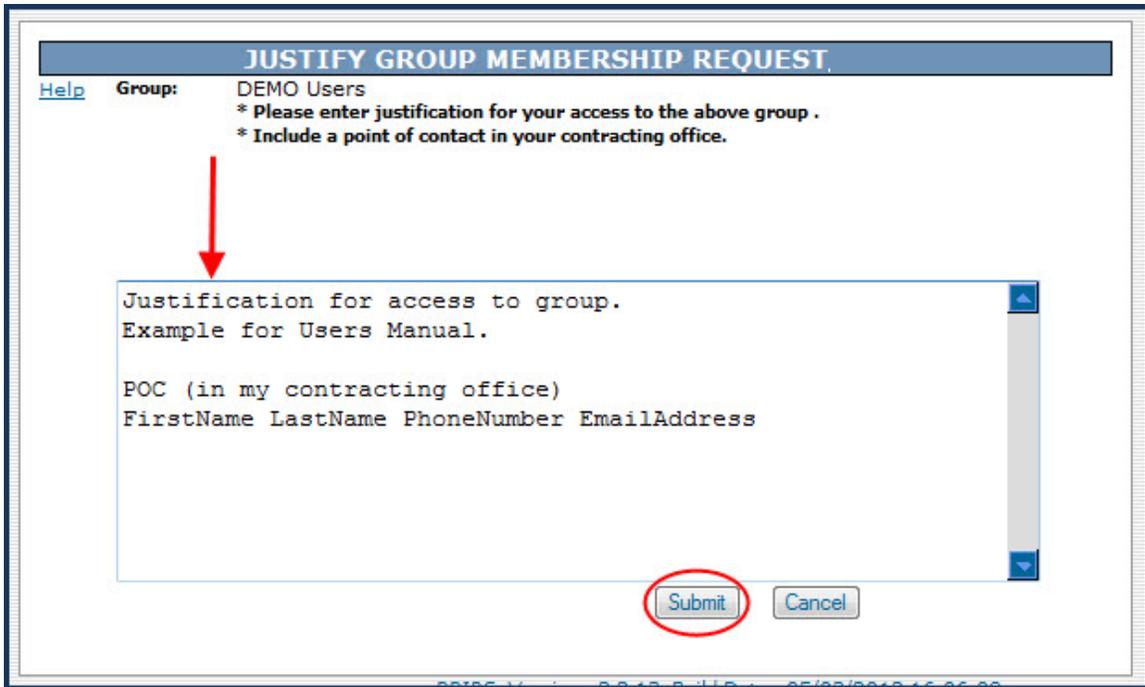
**Figure 10: Request Group Membership 2**

k. Continue in this manner until your chosen group is found



**Figure 11: Request Group Membership 3**

1. Click [Request Membership](#) for your chosen group



**Figure 12: Justify Group Membership Request**

- m. You must enter justification for access to your group
- n. You must include a point of contact in your Contracting Office
- o. Once your justification and POC have been entered, click the **Submit** button

**NOTE:** *You will receive an email advising the request was sent. Once the request is acted upon, you will receive an email advising if you were granted or denied access.*

- p. Rules of Behavior will display

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)**

**Rules of Behavior**

System Security Rules of Behavior/Acceptable Use Policy Training

By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- \* You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.
- \* You consent to the following conditions:
  - The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
  - At any time, the U.S. Government may inspect and seize data stored on this information system.
  - Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
  - This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or

**Please check the box below (or type Alt + R) to indicate that you have read these Rules of Behavior.**

I have read these Rules of Behavior

**Figure 13: Rules of Behavior**

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

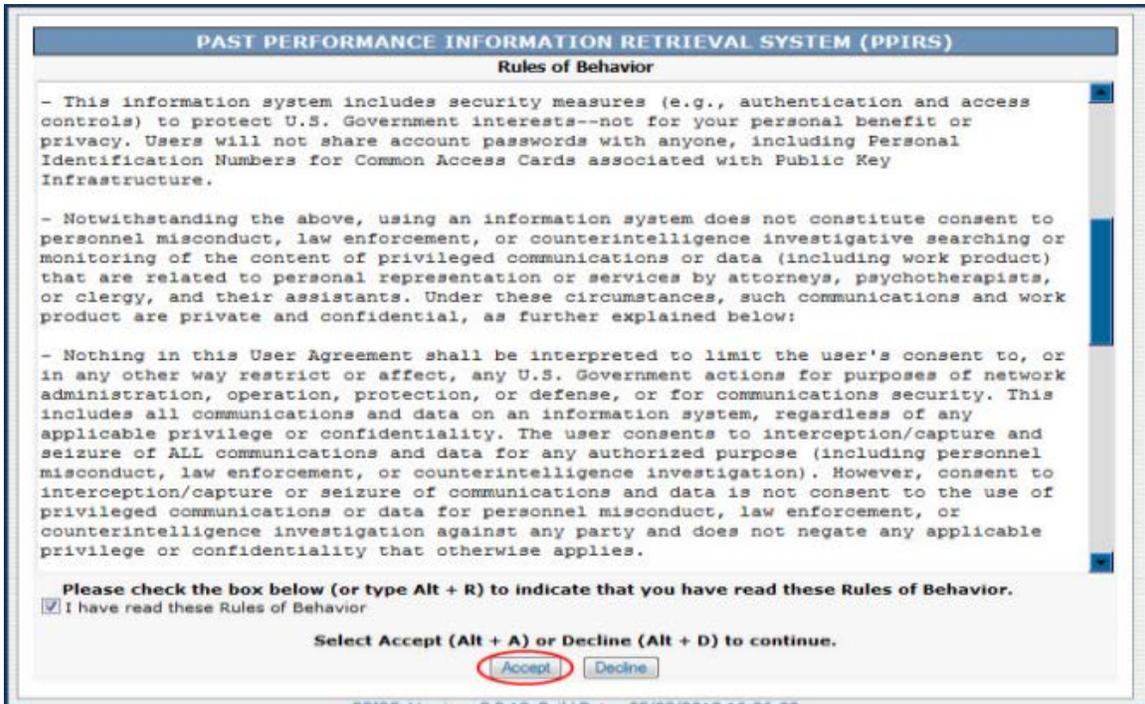


Figure 14: Accept Rules of Behavior

r. You must click the **Accept** button to continue

**NOTE:** Until the Owner/Manager of your requested group takes action to grant you access to the system, you will only have limited access (Figure 16).

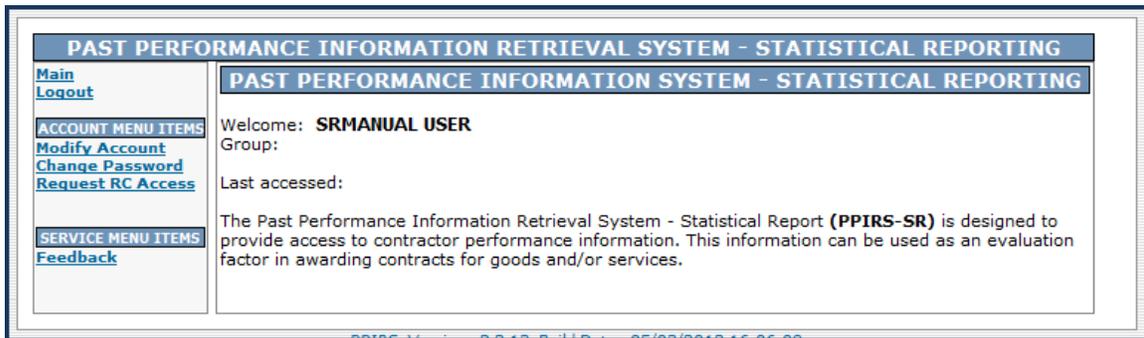
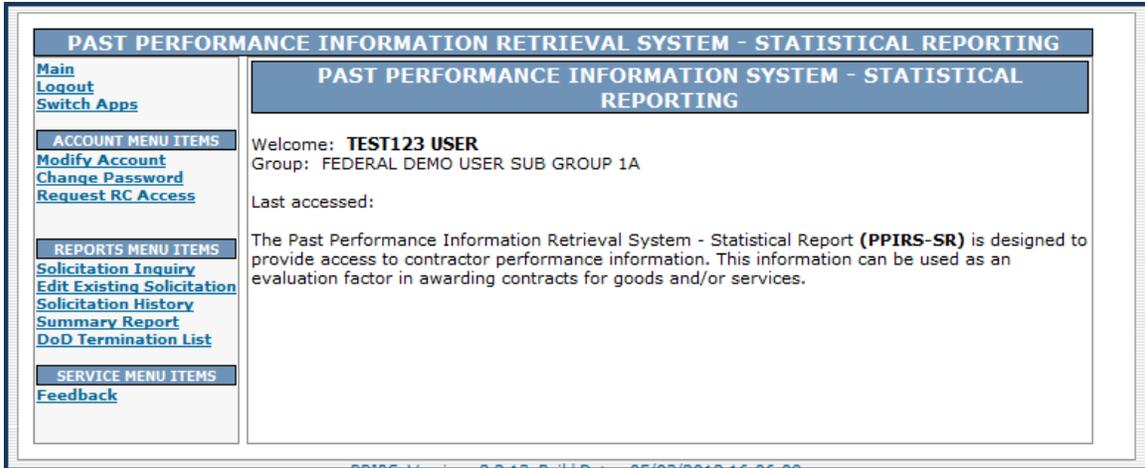


Figure 15: Government Main Page Limited Access

**NOTE:** Once your access has been granted you will have access to all the functionality of the system (Figure 17).



**Figure 16: Government Main Page Full Access**

### 3.4.3 Requesting a New Account (Awardee/Contractor Logon Without PKI)

- a. In the DUNS field, type your company DUNS, (DUNSPlus4 if applicable).
- b. In the MPIN field, type your MPIN number.

**NOTE:** *If an MPIN number has not been assigned, go directly to the CCR web site at [www.sam.gov](http://www.sam.gov) to request one.*

**Figure 17: Awardee/Contractor Login Without PKI**

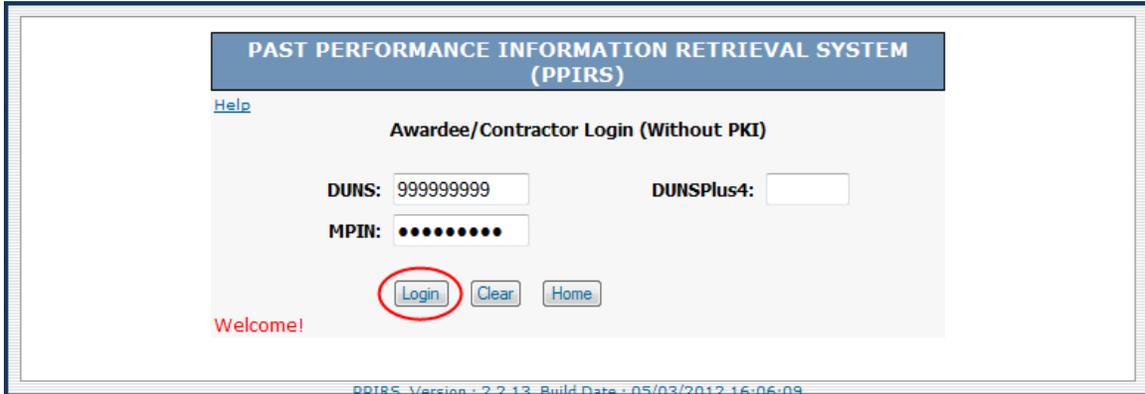
- c. Click the **Login** button

**Figure 18: Awardee/Contractor Login Without PKI Password**

- d. A strong password is required for Logon without PKI. Once the password has been entered correctly click **Enter Password & Logon**

**NOTE:** *REMEMBER YOUR PASSWORD!*

### 3.4.4 Contractor Logon With PKI

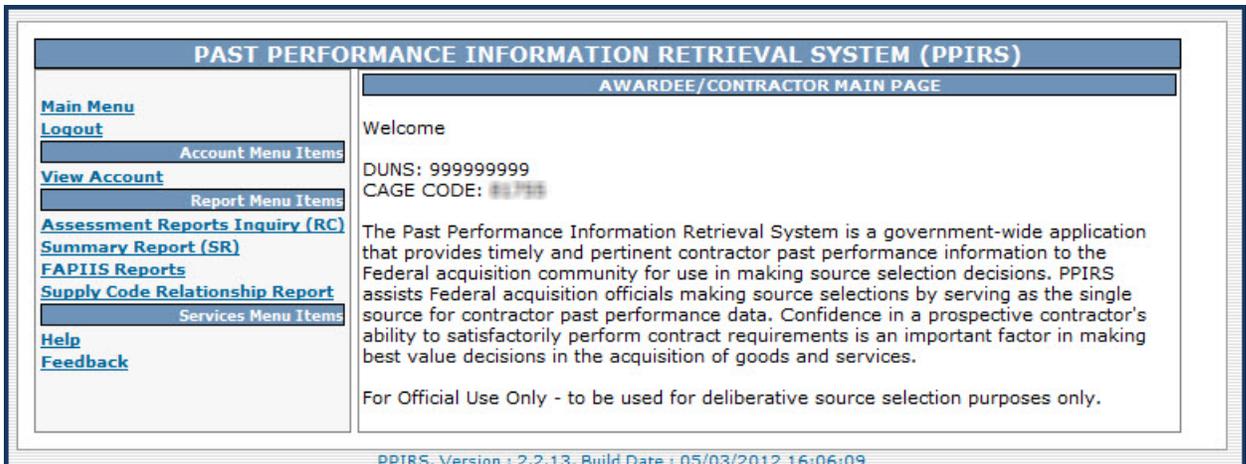


**Figure 19: PPIRS Awardee/Contractor Login Window (PKI)**

- a. You will be prompted for a certificate. *(See Figure 3: PKI Certificate Pop Up and Figure 4: ActivClient Login.)*
- b. In the DUNS field, type your company DUNS, (DUNSPlus4 if applicable).
- c. In the MPIN field, type your MPIN number.

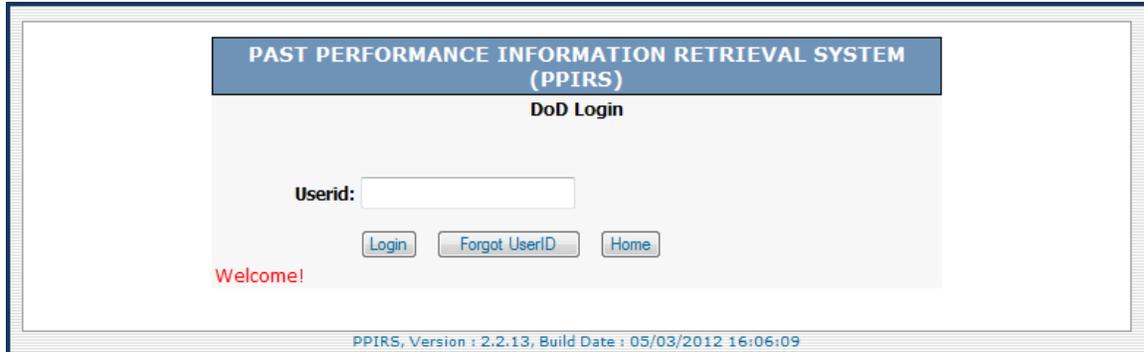
**NOTE:** *If an MPIN number has not been assigned, go directly to the CCR web site at [www.sam.gov](http://www.sam.gov) to request one.*

- d. Click the **Login** button
- e. The Awardee/Contractor Mani Menu will display



**Figure 20: Awardee/Contractor Main Menu**

### 3.4.5 DoD Logon



**Figure 21: PPIRS DoD Login Window**

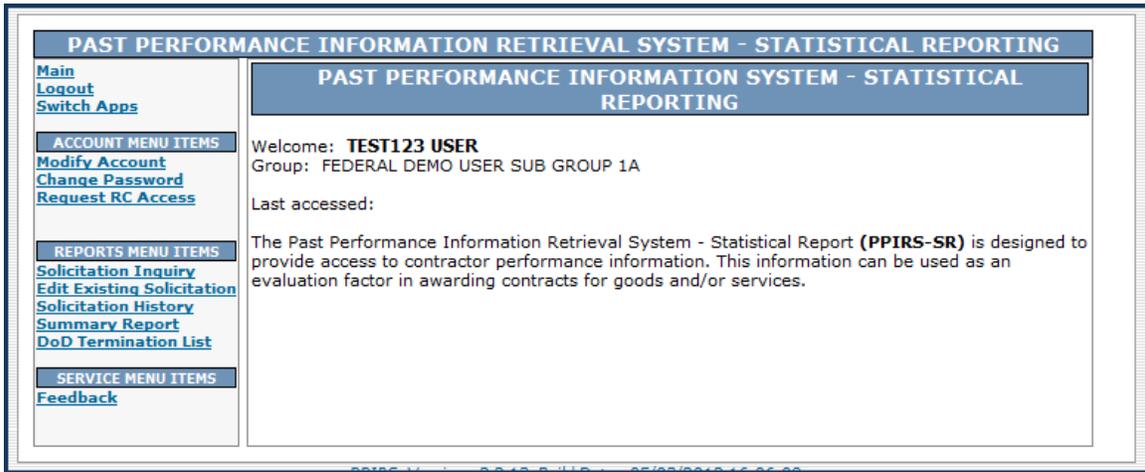
- a. In the Userid field, type your Userid. You do not need to enter a password after your initial setup since your Userid will now automatically authenticate directly to your CAC. You may get a prompt to enter your CAC PIN, though.
- b. Click the **Login** button
- c. The Select Application Screen will display



**Figure 22: Select Application Screen**

- d. Click the radio button to select the Application
- e. For the PPIRS-SR application you may choose to display classifications based on either FSC or NAICS. Click the radio button of your choice under PPIRS-SR

- f. The PPIRS-SR Government Main Page will display



**Figure 23: PPIRS-SR Government Main Page**

### 3.5 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 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.

### 3.6 FORGOTTEN USERID OR PASSWORD

Click on the **Forgot UserID Or Password** button, the following screen will display.

The screenshot shows a web form titled "FORGOT USERID OR PASSWORD". At the top, it says "\* Indicates Required Information". There are two main sections: "Forgot Password" and "Forgot UserID".

**Forgot Password Section:**

- 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."
- Fields: "\*Userid:" and "\*Email Address:" (both required).
- Button: "Submit"

**Forgot UserID Section:**

- Message: "Your userid will be emailed to you at the address entered below."
- Field: "\*Email Address:" (required).
- Button: "Submit"

At the bottom of the form, there is a "Cancel" button and a footer: "PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09".

**Figure 24: Forgot UserID Or Password**

#### 3.6.1 Forgotten Password

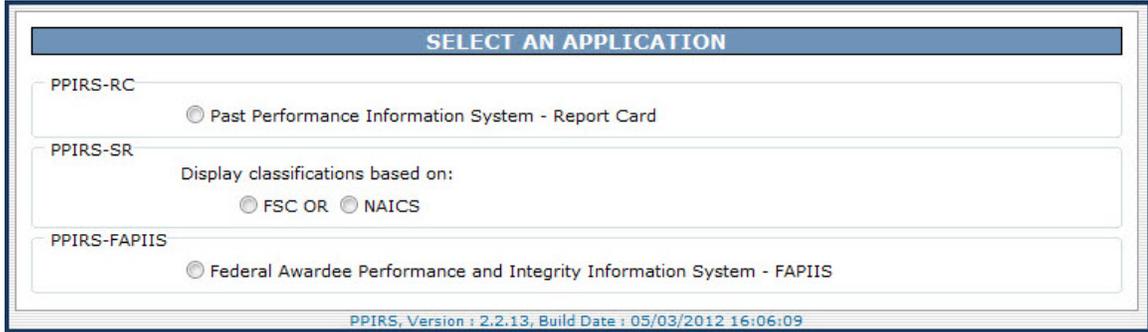
- Enter Userid and Email Address
- Click the **Submit** button
- System will verify the information entered. Your password will be reset and an email will be sent to you with the new password.
- You will be required to change your password the next time you login

#### 3.6.2 Forgotten UserID

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

### 3.7 EXITING PPIRS-SR

- a. To exit the PPIRS-SR system, click the [Logout](#) link in the left-hand frame of the page. (See *Figure 16: Government Main Page Full Access*). This will return you to the PPIRS login screen.
- b. You may also click [Switch Apps](#) to exit the PPIRS-SR application and display the Switch Application Screen.

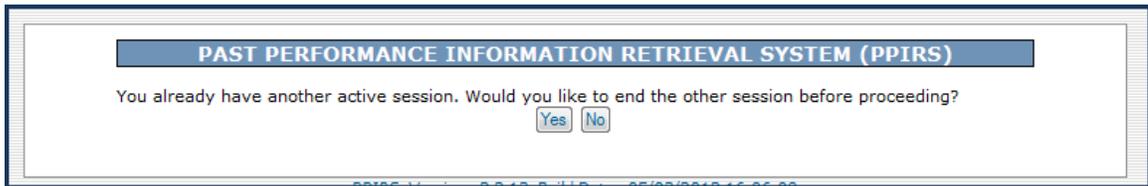


**Figure 25: Switch Application Screen**

- c. To choose an application click the radio button next to that application

### 3.8 CONCURRENT SESSIONS

A PPIRS 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’.



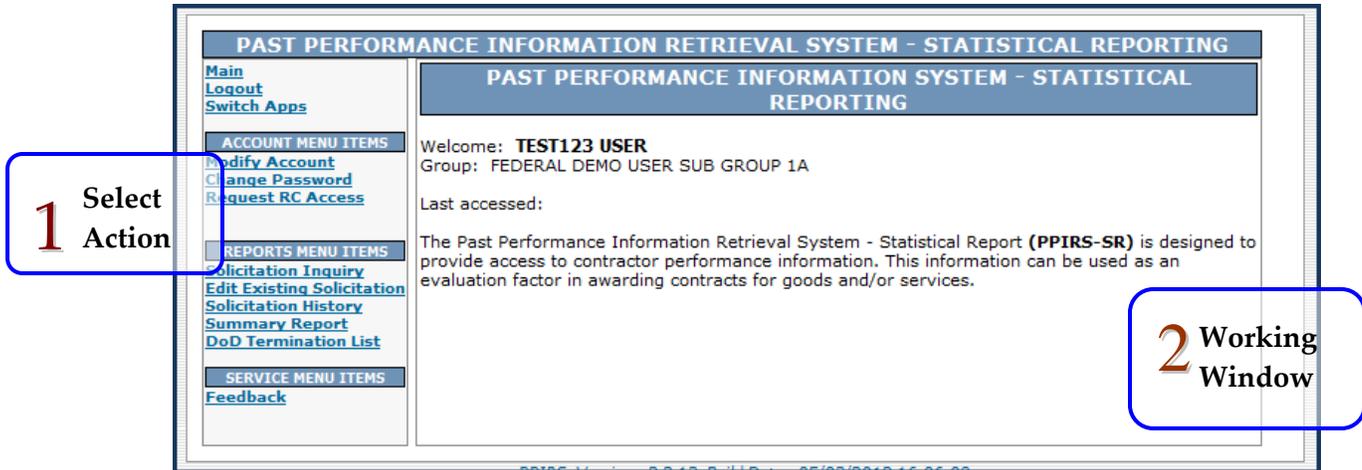
**Figure 26: Concurrent Session Notification**

- 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

PPIRS-SR uses two work areas: the menu bar, and the detail area. For most of the tasks you perform in PPIRS-SR, 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 27: Working Order in PPIRS-SR**

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

##### 4.1 NAVIGATING IN PPIRS-SR

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

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

- Return to the PPIRS-SR Government Main Page
- Log out of the system
- Switch applications between PPIRS-SR, PPIRS-RC and PPIRS-FAPIIS
- View and update account information
- Change Password (if applicable)
- Request RC Access
- Review PPIRS-SR reports
- Submit feedback or suggestions about the application to the PPIRS-SR Program Manager

## 4.2 ACCOUNT MENU ITEMS

### 4.2.1 Modify Account

To access Modify Account the user selects [Modify Account](#) in the Navigation frame. Modify Account allows the user to update / modify the contact information in his/her account.

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**MODIFY ACCOUNT**

[Help](#)

**Name** \* Indicates Required Information

\* First Name: TEST123

Middle Name:

\* Last Name: USER

Title:

Organization:

**Mailing Address**

\* Address: PNS

\* City: KITTERY

\* State/Province: ME

\* Postal Code: 07724

\* Country: USA

**Contact Information**

\* Email Address: TEST123@NAVY.MIL

\* Commercial Voice: 555-555-5555

Commercial FAX:

DSN Voice:

DSN FAX:

**Supervisor Information**

First Name:

Middle Name:

Last Name:

Commercial Voice:

**Figure 28: Modify Account Window**

**NOTE:** This selection is available to everyone, except Awardee/Contractor Access.

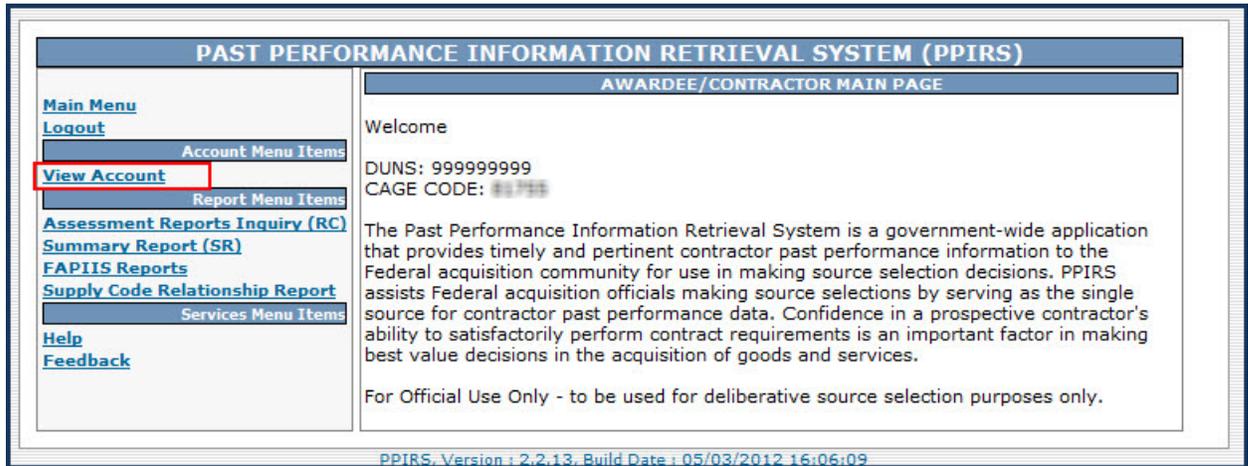
This screen displays pre-populated with the information the user supplied when creating the account.

- a. Edit only the fields you wish to change, click the **Submit** button to save.

### 4.2.2 View Account

**NOTE:** This selection available only to Awardee/Contractor Access.

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



**Figure 29: Awardee/Contractor View Account**

### 4.2.3 Change Password

To Change the Password, the user selects [Change Password](#) in the Navigation frame.

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**CHANGE PASSWORD**

[Help](#)

\* Indicates Required Information  
Passwords must meet the following specifications:

1. - must be 15-20 characters
2. - must contain at least two upper and 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 PASSWORD.

\* Current Password :

\* New Password :

\* Confirm Password :

[Submit](#)

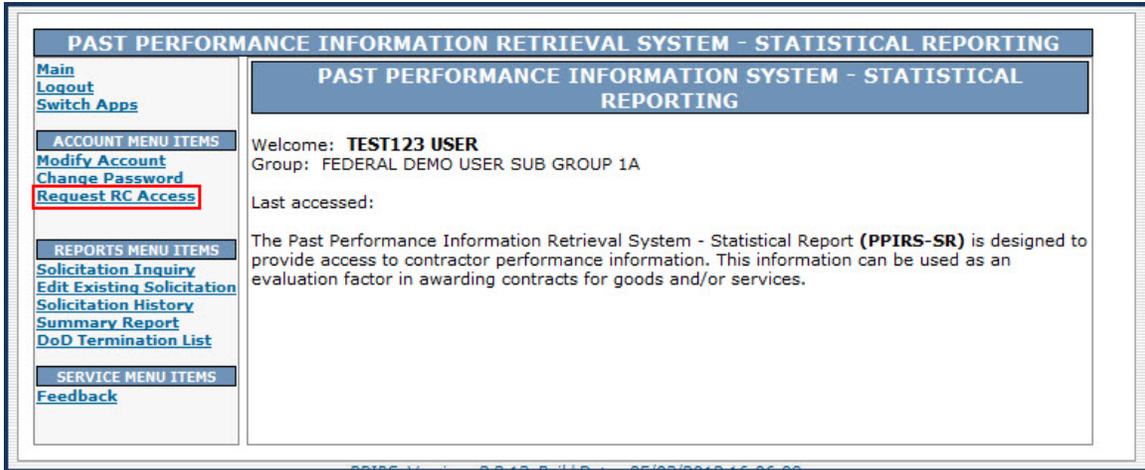
**Figure 30: Change Password Window**

**NOTE:** This selection is available to Government Non-DoD (Federal) users only.

- a. Enter your current password
- b. Following the specifications enter a new password
- c. Re-enter the new password
- d. Click the **Submit** button to save.

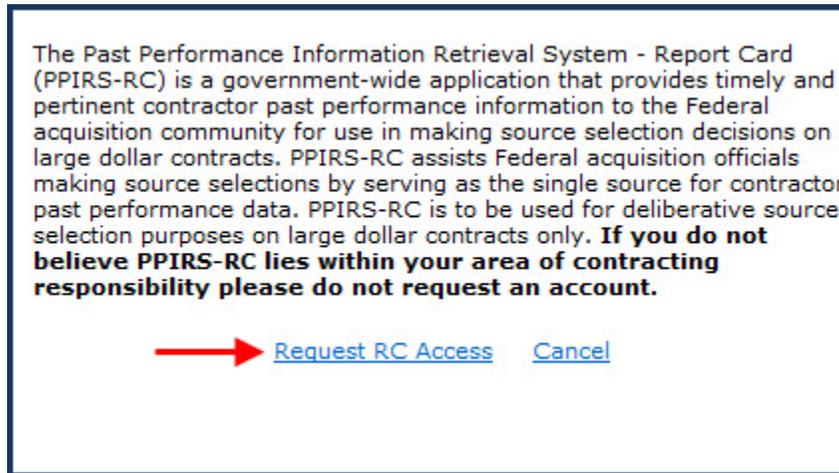
#### 4.2.4 Request RC Access

To request access to PPIRS-RC, the user selects [Request RC Access](#) in the Navigation frame.



**Figure 31: Request RC Access**

- a. The following Pop Up will be displayed



**Figure 32: Request RC Access Pop Up**

- b. Click [Request RC Access](#) in the pop up to continue or [Cancel](#) to return to the Main Page
- c. If RC access is requested refer to Figure 10: Request Group Membership 1 Section 3.4.2 i - o

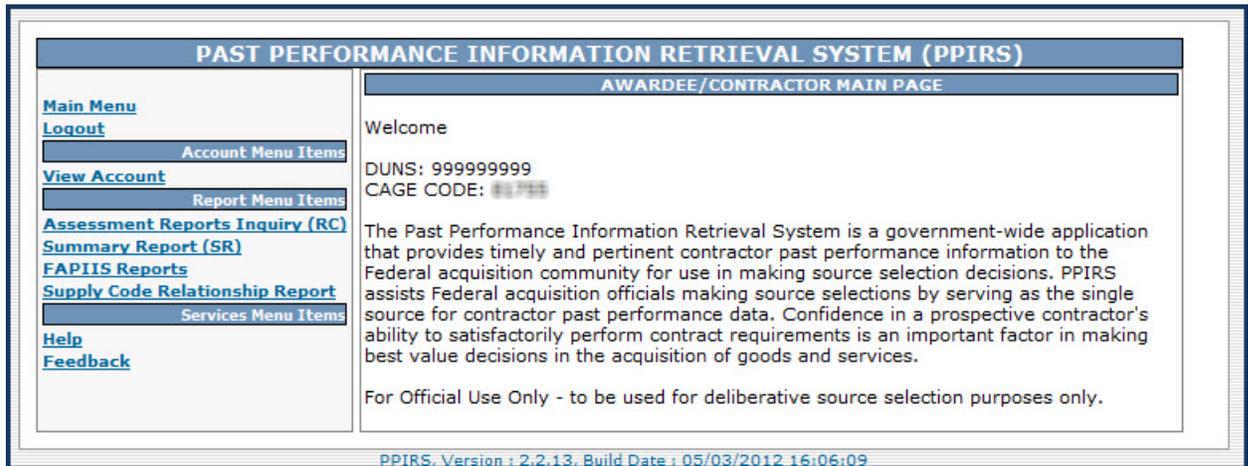
## 5. REPORTS

Reports allow users to review PPIRS-SR 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.

### 5.1 CONTRACTOR REPORTS

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

***NOTE:*** Both SR and RC Reports may be viewed by Contractors.



**Figure 33: Contractor Main Page**

#### 5.1.1 Contractor Assessment Reports Inquiry (RC)

To access Assessment Reports Inquiry the user selects [Assessment Reports Inquiry \(RC\)](#) in the Navigation frame.

***NOTE:*** RC – Report Card.

The screenshot displays the 'ASSESSMENT REPORTS' section of the PPIRS system. It features a left-hand navigation menu with options like 'Main Menu', 'Logout', 'Account Menu Items', 'View Account', 'Report Menu Items', 'Assessment Reports Inquiry (RC)', 'Summary Report (SR)', 'FAPIS Reports', 'Supply Code Relationship Report', and 'Services Menu Items'. The main content area includes instructions and various search criteria: 'Contract Activity/DODAAC', 'Contract Number', 'Delivery Order Number', 'Assessment End Dates' (with 'After' and 'Before' fields), 'Agency' (dropdown), 'Business Sector' (dropdown), 'Business Subsector' (dropdown with 'Include null Business Subsectors' checkbox), 'CAGE Code' (dropdown), 'DUNSplus4' (dropdown), 'FSC', 'SIC', and 'NAICS' (each with a 'Look Up' button and 'Include null' checkbox), 'Awarded Value' (with 'Above' and 'Below' fields), 'Full Text Search' (with 'Search String' field), and 'Sort Option(s)' (with two dropdowns). A 'Submit' button is located at the bottom right of the form area.

**Figure 34: ContractorAssessment Report**

- a. The user enters the selection parameters and clicks on **Submit** to initiate a request for report card information
- b. The Assessment Reports selection screen is only a filter to restrict your query to include only those reports that you want to see
- c. The PPIRS system allows for retrieval of reports by many selection criteria. Keep in mind that some reports may have been completed using various CAGE codes or no CAGE code at all.

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)									
ASSESSMENT REPORTS									
<a href="#">Main Menu</a> <a href="#">Logout</a> <a href="#">Account Home Items</a> <a href="#">View Account</a> <a href="#">Report Home Items</a> <a href="#">Assessment Reports Inquiry (RL)</a> <a href="#">Summary Report (SR)</a> <a href="#">FAPIS Reports</a> <a href="#">Supply Code Relationship Report</a> <a href="#">Service Home Items</a>		HCLG DUNS: 9999999999 CAGE: 81755 <a href="#">Back</a>							
View	XML	Contract Number	Order Number	Assessment Date	CAGE Code	FIC	Business Sector	DUNS/DUNS4	Company Name
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD011		01/01/2000 - 12/31/2000	CPAR1	1111	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD011		01/01/2001 - 12/31/2001	CPAR1	1111	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD011		01/01/2002 - 12/31/2002	CPAR1	1111	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD011		01/01/2003 - 12/31/2003	CPAR1	1111	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD011		01/01/2004 - 12/31/2004	CPAR1	1111	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD021		01/01/2010 - 01/01/2011	CPAR1	1111	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD035		01/01/2010 - 01/01/2011	CPAR1	AN40	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD015		01/01/2010 - 01/01/2011	CPAR1	1111	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	SUNNK11CD031		01/01/2010 - 01/01/2011	CPAR1	1111	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD005		01/01/2010 - 01/01/2011	CPAR1	1111	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	N4511214CD018		01/01/2010 - 01/01/2011	CPAR1	1111	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	DHS0016ACD001		01/01/2011 - 01/20/2011	CPAR1	5820	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	ARMY012P0505		07/02/2010 - 02/02/2011	CPAR1	3820	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	DHS0016ACD002		04/01/2010 - 03/29/2011	CPAR1	5020	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	ARMY011A0202		04/01/2010 - 03/29/2011	CPAR1	3820	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	GSAB0225510A		04/02/2010 - 04/01/2011	CPAR1	0925	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	12NONDDOCONTRACTNUMBER0110		04/04/2010 - 04/03/2011	CPAR1	4710	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	ARMY0111C0090		04/06/2010 - 04/07/2011	CPAR1	5020	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	DHS0016ACD011		04/02/2009 - 04/14/2011	CPAR1	4710	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	DHS0016ACD014		04/02/2009 - 04/21/2011	CPAR1	4720	NONSYSTEMS	999999999	TEST COMPANY WITH NINE 9'S
<a href="#">VIEW</a>	<a href="#">XML</a>	13DDDDOCTORDERNUMBER0001		04/11/2010 - 04/28/2011	CPAR1	4720	SYSTEMS	999999999	TEST COMPANY WITH NINE 9'S

Figure 35: ContractorAssessment Report Sample

- d. Click **View** on any line to view the Assessment Report
- e. Click **xml** to download data to a local system

<b>CONTRACTOR PERFORMANCE ASSESSMENT REPORT</b> For Official Use Only - (Source Selection Sensitive Information, See FAR 2.101 and 3.104)	<b>SYSTEMS</b>
--	----------------

**Contractor Name and Address**  
 Company Name: TEST COMPANY WITH NINE 9'S  
 Division Name:  
 Street Address: PRACTICE COMPANY  
 City, State, Zip Code: PORTSMOUTH NH 03804  
 CAGE Code: CPAR1  
 DUNS+4 Number: 999999999  
 NAICS: 111111  
 PSC: 1111  
 SIC Code:

**Report Type:** INTERIM  
**Period of Performance Being Assessed:** From: 2000-01-01 to: 2000-12-31  
**Contract Number:** N4511214C0011  
**Order Number:**  
**Business Sector & Sub-Sector:** SYSTEMS, AIRCRAFT  
**Location of Contract Performance:**  
**Contracting Office:** BUNNY CONTRACTING SHOP  
**Contracting Officer:**  
 Name: GENERAL BUNNIKINS  
 Phone: 999 BUNNY  
**Contract Award Date:** 2000-01-01  
**Contract Completion Date:** 2020-01-01  
**Contract Percent Complete:**  
**Awarded Dollar Value:** \$5,000,000.000  
**Current Dollar Value:** \$1,000,000.000  
**Basis of Award:** COMPETITIVE  
**Type of Contract:** FFP  
**Type of Availability:**  
**Program Title:**  
 BUNNY ROCKET SCIENCE SERVICES  
**Contract Effort Description:**  
 BUNNY ROCKET SCIENCE SERVICES

**Figure 36: ContractorAssessment Report Detail Sample Top of Page**

<b>Key Subcontractor(s):</b>													
Contractor Name:													
CAGE Code:													
DUNS+4 Number:													
Effort Performed:													
Contractor Name:													
CAGE Code:													
DUNS+4 Number:													
Effort Performed:													
Contractor Name:													
CAGE Code:													
DUNS+4 Number:													
Effort Performed:													
<b>Small Business Utilization:</b>													
Does this contract include a subcontracting plan? NO													
Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A													
<p>A common five level assessment rating system is used to evaluate a contractor's performance. Ratings range from Unsatisfactory to Exceptional. Here's a breakdown of each category:</p> <table border="1"> <thead> <tr> <th>Rating</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>Exceptional</td> <td>Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.</td> </tr> <tr> <td>Very Good</td> <td>Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.</td> </tr> <tr> <td>Satisfactory</td> <td>Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.</td> </tr> <tr> <td>Marginal</td> <td>Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.</td> </tr> <tr> <td>Unsatisfactory</td> <td>Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem (s) for which the contractor's corrective actions appear or were ineffective.</td> </tr> </tbody> </table>		Rating	Definition	Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.	Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.	Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem (s) for which the contractor's corrective actions appear or were ineffective.
Rating	Definition												
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Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.												
Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.												
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem (s) for which the contractor's corrective actions appear or were ineffective.												
<b>Area Rated:</b>	<b>Past Rating      Rating</b>												
Technical (Quality of Product)	VERY GOOD												
Product Performance	SATISFACTORY												
Systems Engineering	MARGINAL												
Software Engineering	UNSATISFACTORY												
Logistic Support/Sustainment	EXCEPTIONAL												
Product Assurance	VERY GOOD												
Other Technical Performance	SATISFACTORY												
Schedule	MARGINAL												
Cost Control	UNSATISFACTORY												
Management	EXCEPTIONAL												
Management Responsiveness	VERY GOOD												
Subcontract Management	SATISFACTORY												
Program/Other Management	MARGINAL												
Utilization of Small Business	UNSATISFACTORY												
<b>Other Areas:</b>													
(1): SECURITY	EXCEPTIONAL												
(2): SECURITY	VERY GOOD												
(3): SECURITY	SATISFACTORY												
(4):													
(5):													

Figure 37: ContractorAssessment Report Detail Sample Middle of Page

<b>Variance (contract to date)</b>	<b>Current</b>	<b>Completion</b>
Cost Variance (%)	%	%
Schedule Variance (%)	%	%
<b>Assessing Official Comments:</b>		
Overall Comments: NICE JOB		
Given what I know today about the contractor's ability to execute what he promised in his proposal, I DEFINITELY WOULD award to him today given that I had a choice.		
<b>Assessing Official:</b>		
Name: CADBURY BUNNY		
Title: SWEET LITTLE BUNNY		
Organization: SWEET BUNNY SOCIETY		
Phone: 999 BUNNY FAX: 999 BUNNY		
Email: CADBURY@BUNNY.COM		
Date: 2011-04-29		
<b>Contractor Comments:</b>		
Overall Comments: THIS CPAR HAS BEEN MODIFIED BY THE ASSESSING OFFICIAL. THE INFORMATION PROVIDED IN THIS SECTION INCLUDES THE ORIGINAL RATINGS, ORIGINAL ASSESSING OFFICIAL NARRATIVES, AND THE COMMENTS MADE BY THE CONTRACTOR IN RESPONSE TO THESE ORIGINAL RATINGS AND NARRATIVES.		
ORIGINAL RATINGS: TECHNICAL(QUALITY OF PRODUCT): EXCEPTIONAL PRODUCT PERFORMANCE: VERY GOOD SYSTEMS ENGINEERING: SATISFACTORY SOFTWARE ENGINEERING: MARGINAL LOGISTIC SUPPORT/SUSTAINMENT: UNSATISFACTORY PRODUCT ASSURANCE: EXCEPTIONAL OTHER TECHNICAL PERFORMANCE: VERY GOOD SCHEDULE: SATISFACTORY COST CONTROL: MARGINAL MANAGEMENT: UNSATISFACTORY MANAGEMENT RESPONSIVENESS: EXCEPTIONAL SUBCONTRACT MANAGEMENT: VERY GOOD PROGRAM & OTHER MANAGEMENT: SATISFACTORY UTILIZATION OF SMALL BUSINESS: MARGINAL OTHER AREAS: SECURITY UNSATISFACTORY SECURITY EXCEPTIONAL SECURITY VERY GOOD ORIGINAL ASSESSING OFFICIAL RECOMMENDATION: Given what I know today about the Contractor's ability to execute what they promised in their proposal, I definitely would award to them today given that I had a choice. ORIGINAL ASSESSING OFFICIAL NARRATIVE: GENERAL: NICE JOB CONTRACTOR COMMENTS: GENERAL: THANKS		
<b>Contractor Representative:</b>		
Name: HERSHEY BUNNY		
Title: CHIEF BUNNY		
Phone: 999 BUNNY FAX: 999 BUNNY		
Email: HERSHEY@BUNNY.COM		
Date: 2011-04-29		
<b>Reviewing Official Comments:</b>		
THANKS		
<b>Reviewing Official:</b>		
Name: MARSHMALLOW BUNNY		
Title: SOFT LITTLE BUNNY		
Organization: HAPPY BUNNY SOCIETY		
Phone: 999 BUNNY FAX: 999 BUNNY		
Email: MARSHMALLOW@BUNNY.COM		
Date: 2011-04-29		

**Figure 38: ContractorAssessment Report Detail Sample Bottom of Page**

### 5.1.2 Contractor Summary Report

To access the Summary Report the user selects **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). Two classification types are shown, Pending and Current. The Pending Classifications section of the summary is contract data that the contractor has 30 days in which to challenge.

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)**

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

**NOTE:** Click on a Supply Code to view Detailed Report of negative data.

**Pending Classifications:**

CAGE Code	Code	Weighted Delivery Score	Weighted Quality Performance	Classification Date
89999	1005	0 (9 Records)	Color GREEN ( 0 Records)	12/31/2011
89999	1040	0 (1 Records)	Color GREEN ( 0 Records)	12/31/2011
89999	1095	100 (1 Records)	Color GREEN ( 0 Records)	12/31/2011
89999	1260	100 (2 Records)	Color GREEN ( 0 Records)	12/31/2011

**Current Classifications:**

CAGE Code	Code	Weighted Delivery Score	Weighted Quality Performance	Classification Date
89999	1005	0 (9 Records)	Color GREEN ( 0 Records)	11/30/2011
89999	1040	0 (1 Records)	Color GREEN ( 0 Records)	11/30/2011
89999	1095	100 (1 Records)	Color GREEN ( 0 Records)	11/30/2011
89999	443112	0 (5 Records)	Color GREEN ( 0 Records)	11/30/2011
89999	541890	100 (3 Records)	Color GREEN ( 0 Records)	11/30/2011

**Point of Contact(s):** Services - Click on the link to send email

- [AIR FORCE](#)
- [ALC HILL](#)
- [ALC ROBINS](#)
- [ALC TINKER](#)
- [ARMY](#)
- [DAPS](#)
- [DCSQ](#)
- [DDC](#)
- [DESC](#)
- [DLA](#)
- [DNSC](#)
- [DRMS](#)
- [DSC COLUMBUS](#)
- [DSC PHILADELPHIA](#)
- [DSC RICHMOND](#)
- [GENERAL PROGRAM](#)
- [GSA](#)
- [USMC/NAVY](#)

PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09

**Figure 39: Contractor Summary Report Example**

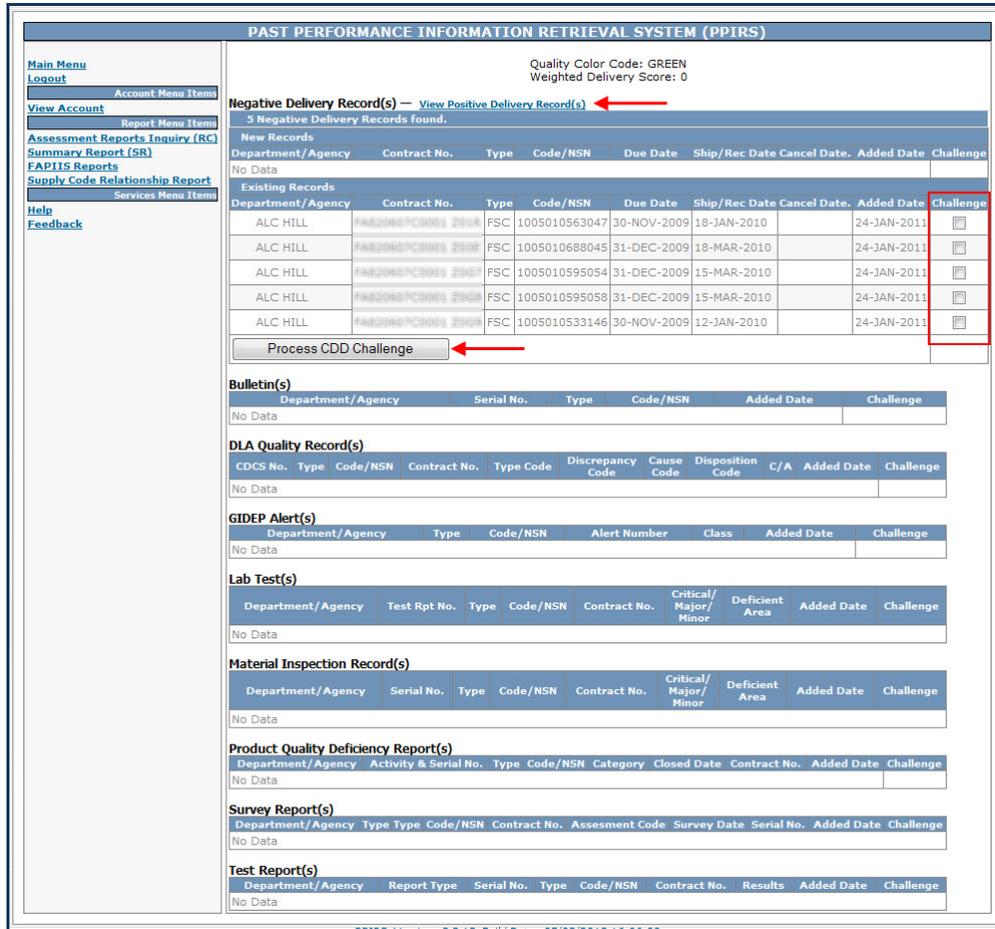
**NOTE:** Summary Report Point of Contact(s) (see Figure 40: Contractor Summary Report Detail)

Each service (e.g. USMC/NAVY) will provide a general mail box location for email correspondence (challenges and account requests) to PPIRS-SR. 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](#).

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



**Figure 40: Contractor Summary Report Detail**

- b. Detail Report shows negative records, click on [View Positive Records](#) link to display positive records
- c. Click the checkbox in the Challenge column to check that item
- d. Click the **Process Challenge** button to submit a challenge for that particular record. The Challenge (type of record) Email window will open.

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)**

Challenge Email

Date : 02-Aug-2012  
 This correspondence will be sent to the following recipients:  
 ALC HILL - rajan.vora.in@navy.mil

CHALLENGE :  
 CAGE CODE :  
 CONTRACT NUMBER :  
 SERIAL NUMBER :  
 FSC/NSN :  
 DUE DATE :

Enter Message:

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

**Figure 41: Challenge Record Email**

- e. The Awardee/Contractor user may provide supporting information in the **Enter Message** section of the window
- f. Optionally the user may attach documents to the email, click the **Browse...** button to attach files from your computer
- g. 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
- h. Click **Summary Report (SR)** in the Navigation frame to return to the Summary Report
- i. Click the **Logout** in the Navigation frame to return to the login page

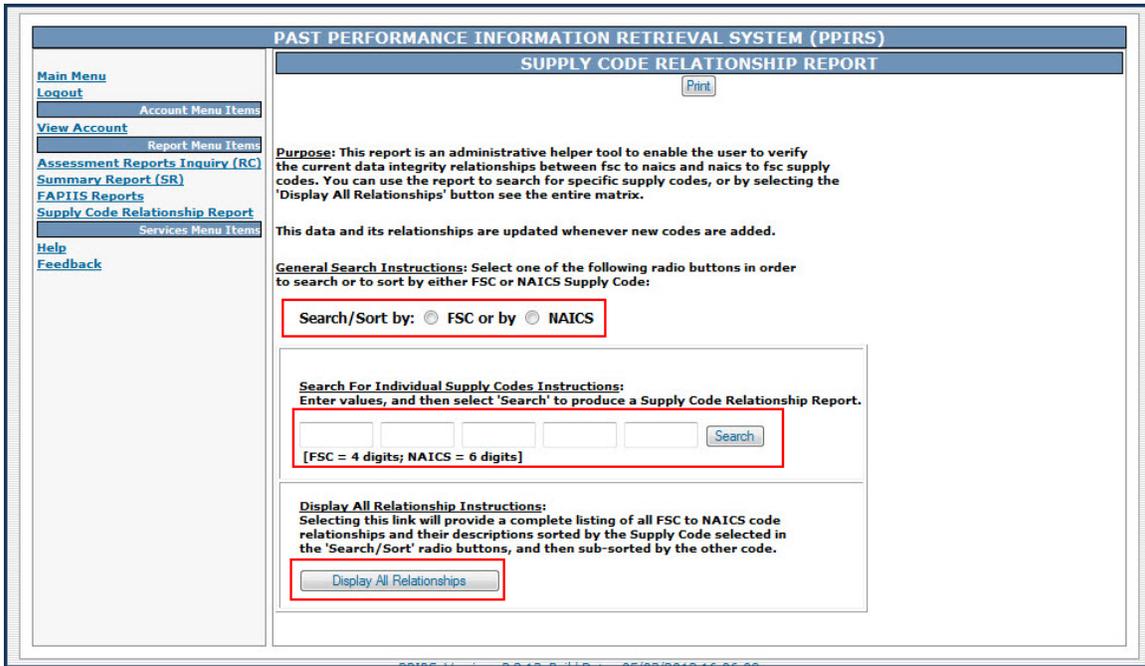
### 5.1.3 FAPIIS Reports

Federal Awardee Performance and Integrity Information System (FAPIIS) is described in the FAPIIS Software User's Manual, and will not be covered herein.

### 5.1.4 Supply Code Relationship Report

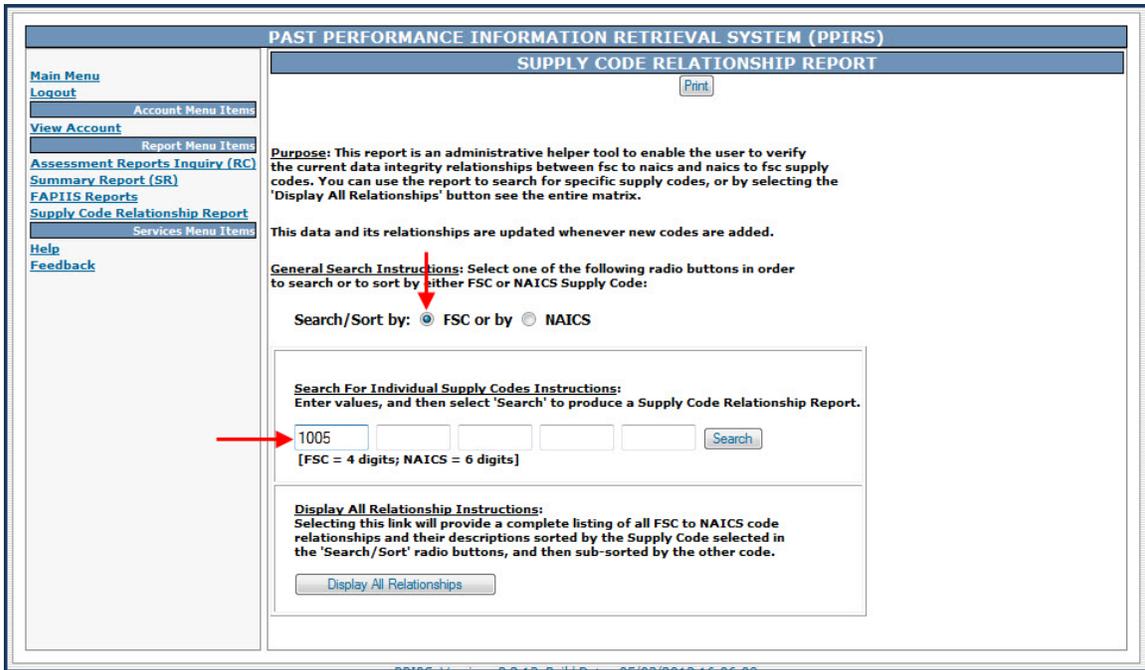
To access the Supply Code Relationship Report the user selects [Supply Code Relationship Report](#) in the Navigation frame.

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.



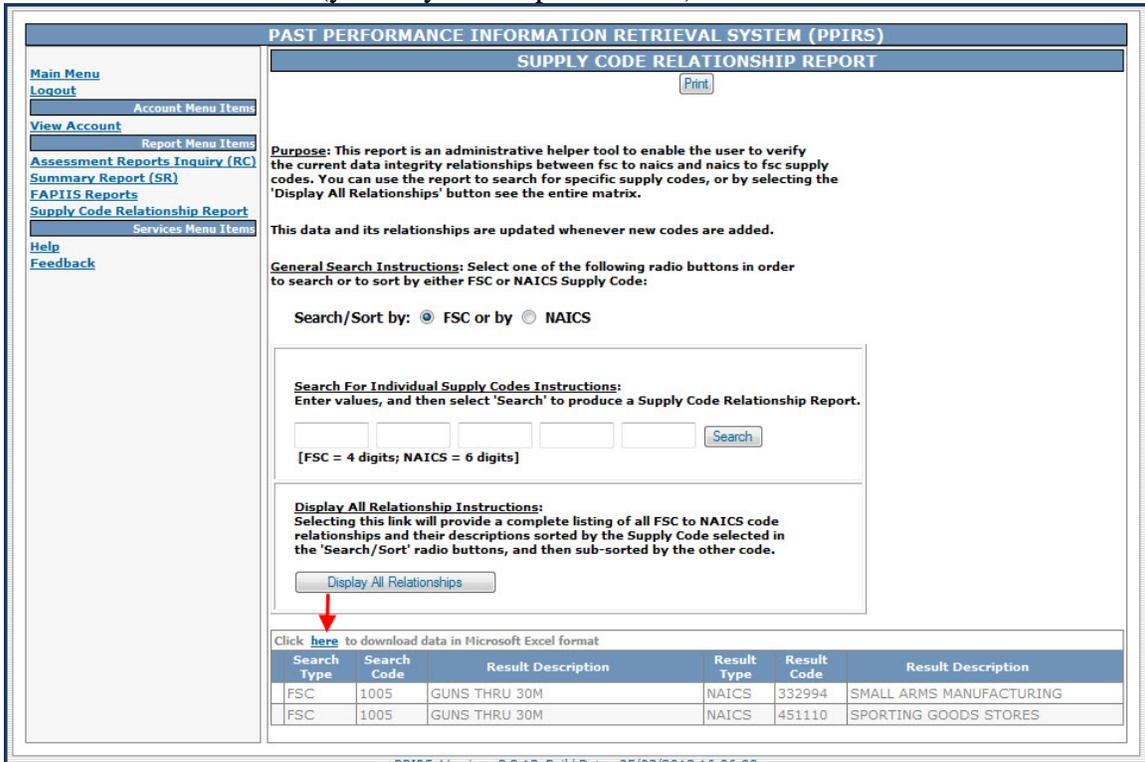
**Figure 42: Supply Code Relationship Report Search**

- 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



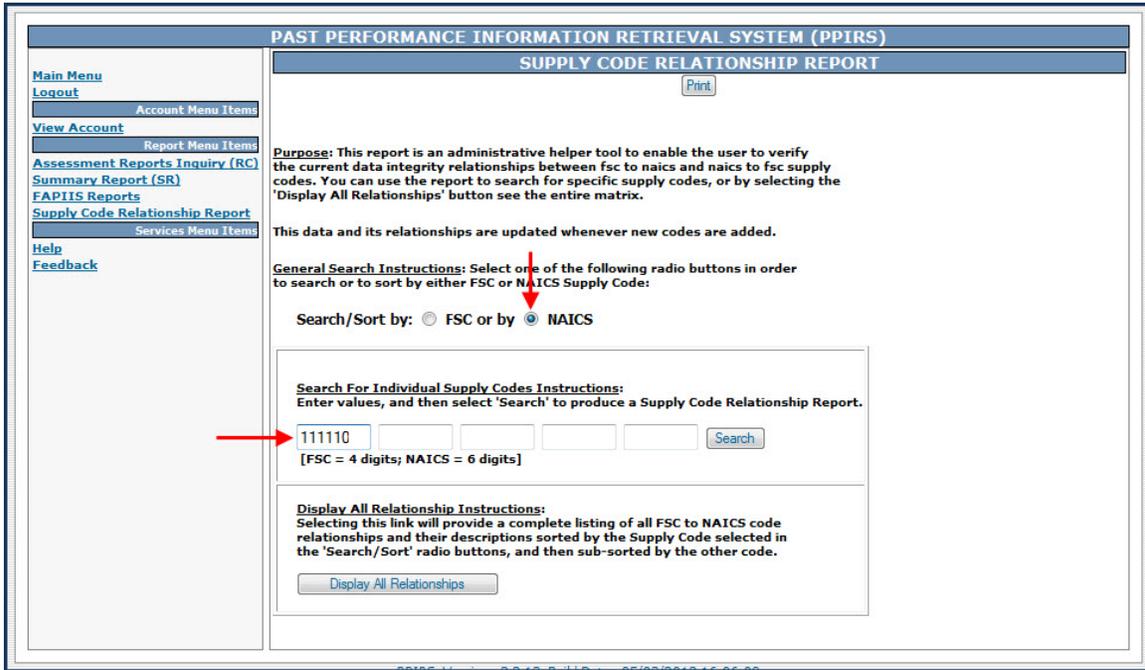
**Figure 43: Supply Code Relationship Report Search By FSC Screen**

- c. If FSC is selected, enter a Federal Supply Class Code in the field provided and click **Search** (you may enter up to 5 FSCs)



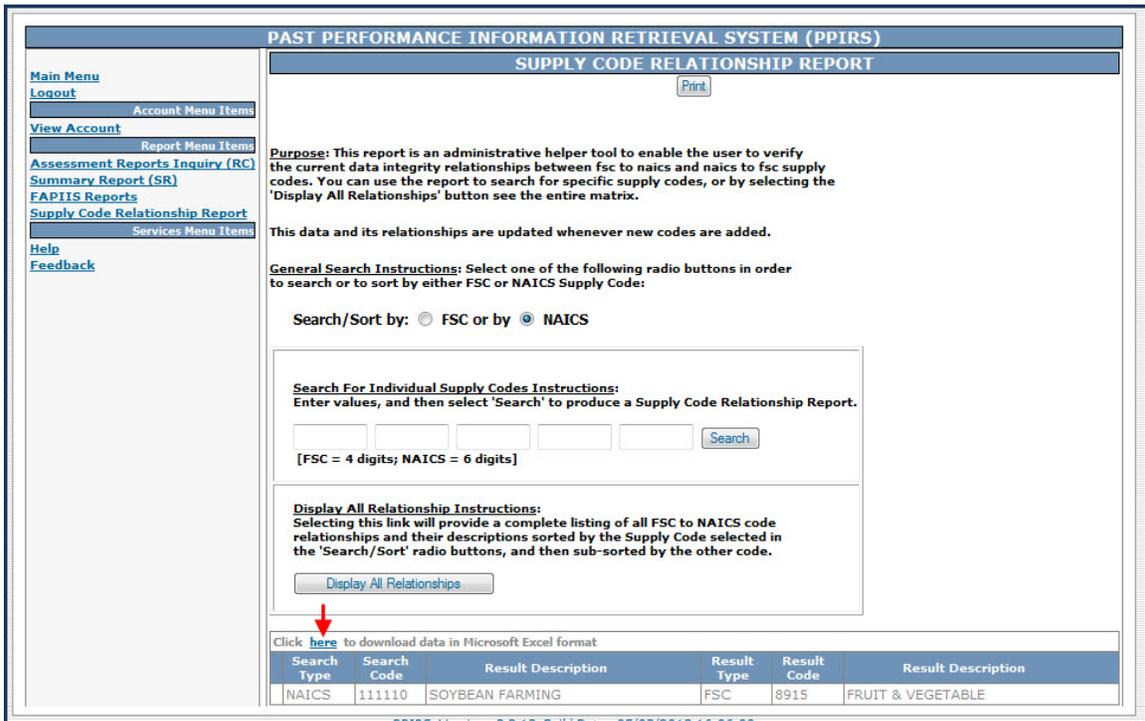
**Figure 44: Supply Code Relationship Report Search By FSC Results**

- d. Click the [here](#) link to download data to Microsoft Excel format



**Figure 45: Supply Code Relationship Report Search By NAICS Screen**

- e. 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)

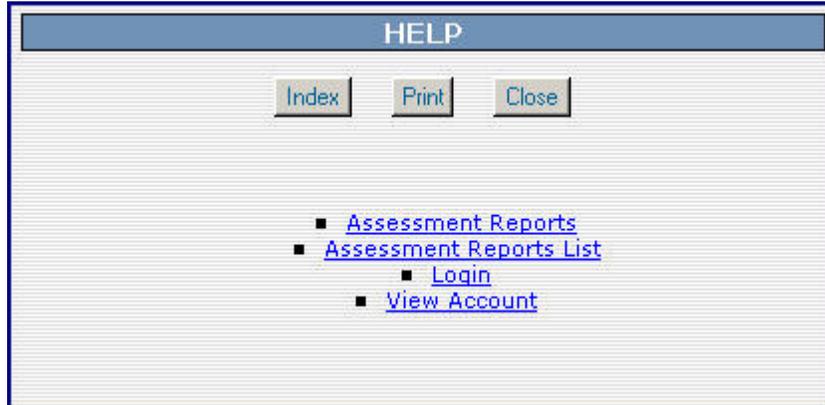


**Figure 46: Supply Code Relationship Report Search By NAICS Results**

- f. Click the [here](#) link to download data to Microsoft Excel format

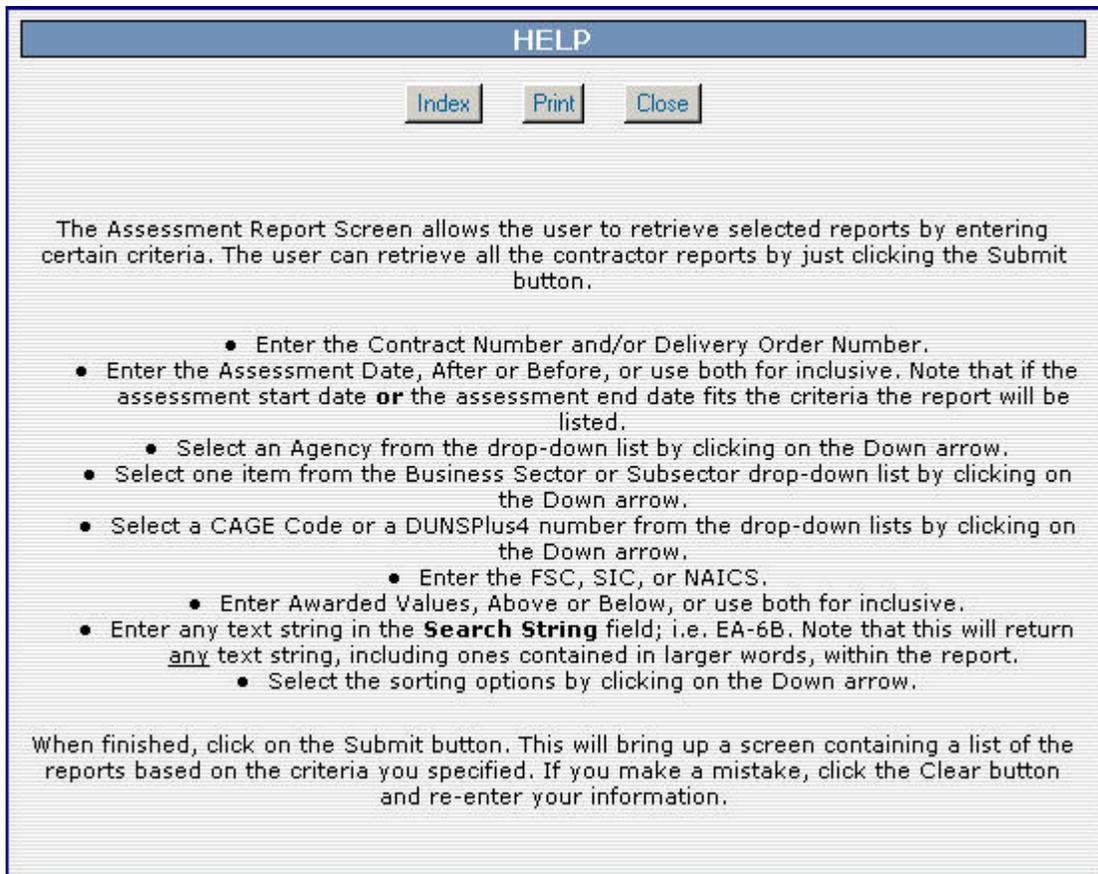
### 5.1.5 Contractor Help

- a. To obtain Help click [Help](#) in the Navigation frame. A pop up window will display



**Figure 47: Help Pop Up**

- b. To select a topic for Help click on the corresponding link. The information for that selection will display in the pop up.



**Figure 48: Help Pop Up Detail**

### 5.1.6 Contractor Feedback

Contractor User Feedback is the same process as Government User Feedback. Please see *Section 5.2.9 Feedback*

## 5.2 GOVERNMENT REPORTS

### 5.2.1 Solicitation Inquiry

To access Solicitation Inquiry the user selects [Solicitation Inquiry](#) in the Navigation frame.

### 5.2.2 Standard Assessment

**NOTE:** *The following screens contain fields for FSC Supply Codes. These can be either FSC or NAICS based on selection in Figure 23: Select Application Screen*

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**SOLICITATION INQUIRY REPORT** Print

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Instructions:**

1. Enter a unique **PO/Solicitation Number**
2. Enter one or more **CAGE/DUNS** and **Supply Codes**. Enter multiple CAGE's separated by a colon

**For Standard Assessment:**

3. Select **Standard Assessment** button to view the requested information.
4. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
5. To save solicitation inquiry without award, select **Save Without Award**. The inquiry information will be saved to the user solicitation history file.

**Instructions For Best Value**

3. Select **Best Value Assessment** button.
4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%).
5. Enter Vendor **bid value** amounts.
6. Select **Calculate Best Value** button to view requested information.
7. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
8. Best Value Inquiries are automatically saved without award.

**Notes:**

1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
2. (M) Indicates Mandatory Field.

(M) PO/Solicitation Number:

(M) FSC Supply Code:

(M) CAGE Code:

(multiple CAGE Code e.g. #####:#####:#####)

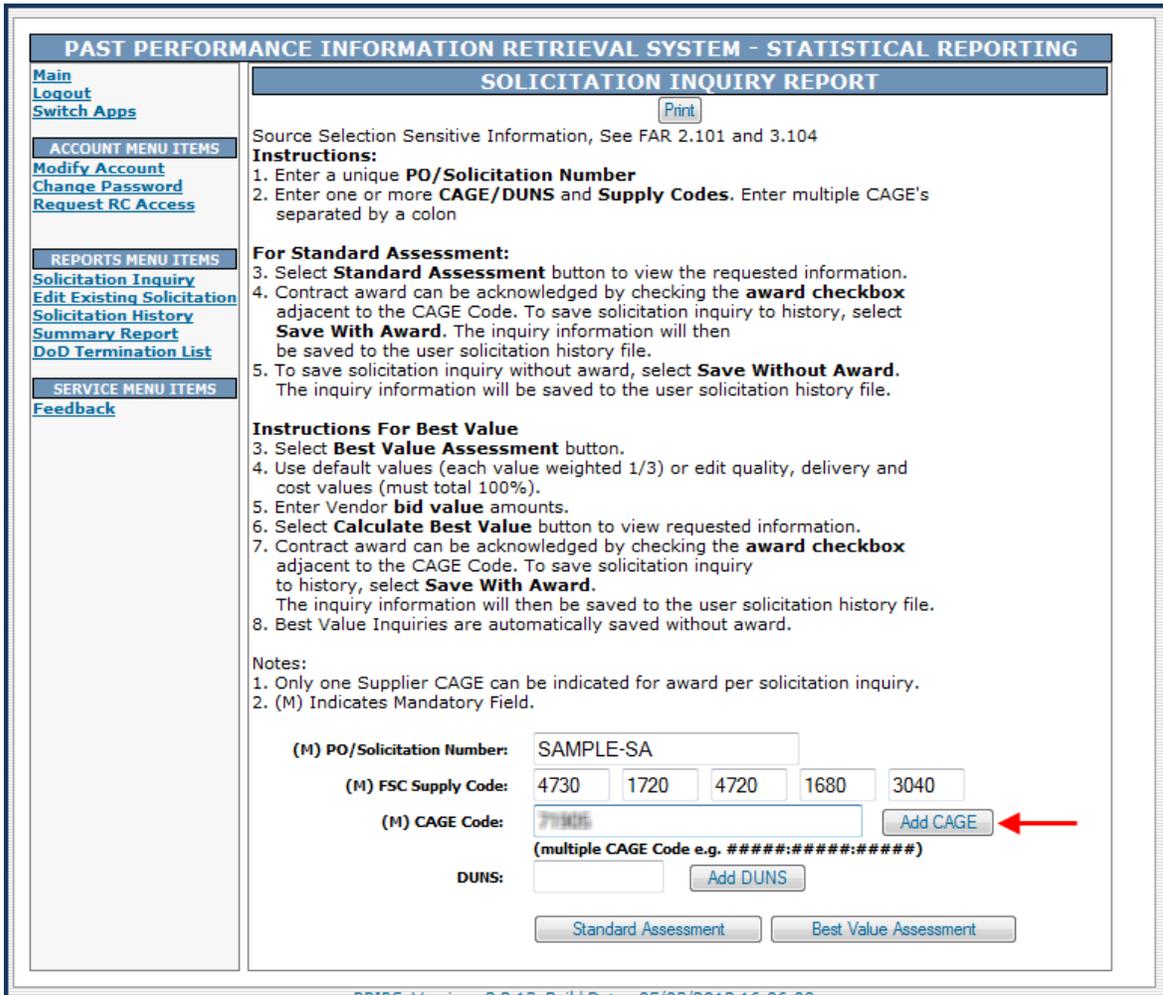
DUNS:

**Figure 49: Solicitation Inquiry Report Request**

- a. Enter Purchase Order/Solicitation Number, FSC(s) and CAGE code(s)

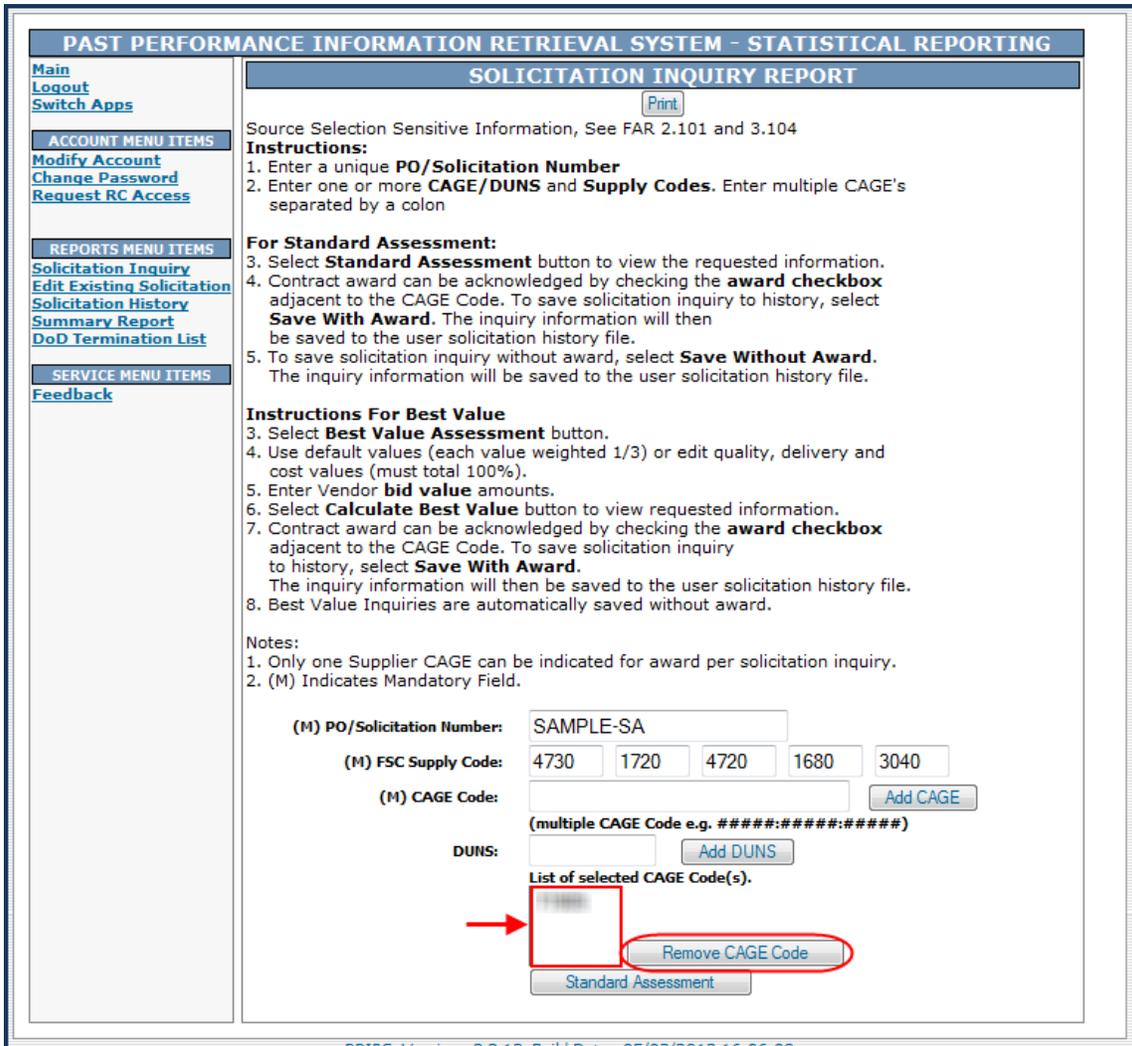
**NOTE:** *The Purchase Order/Solicitation Number may be anything the user desires. It will only be recorded in the user's Assessment history.*

- b. Up to five (5) FSCs may be entered
- c. A single CAGE code, or multiple CAGE codes may be entered



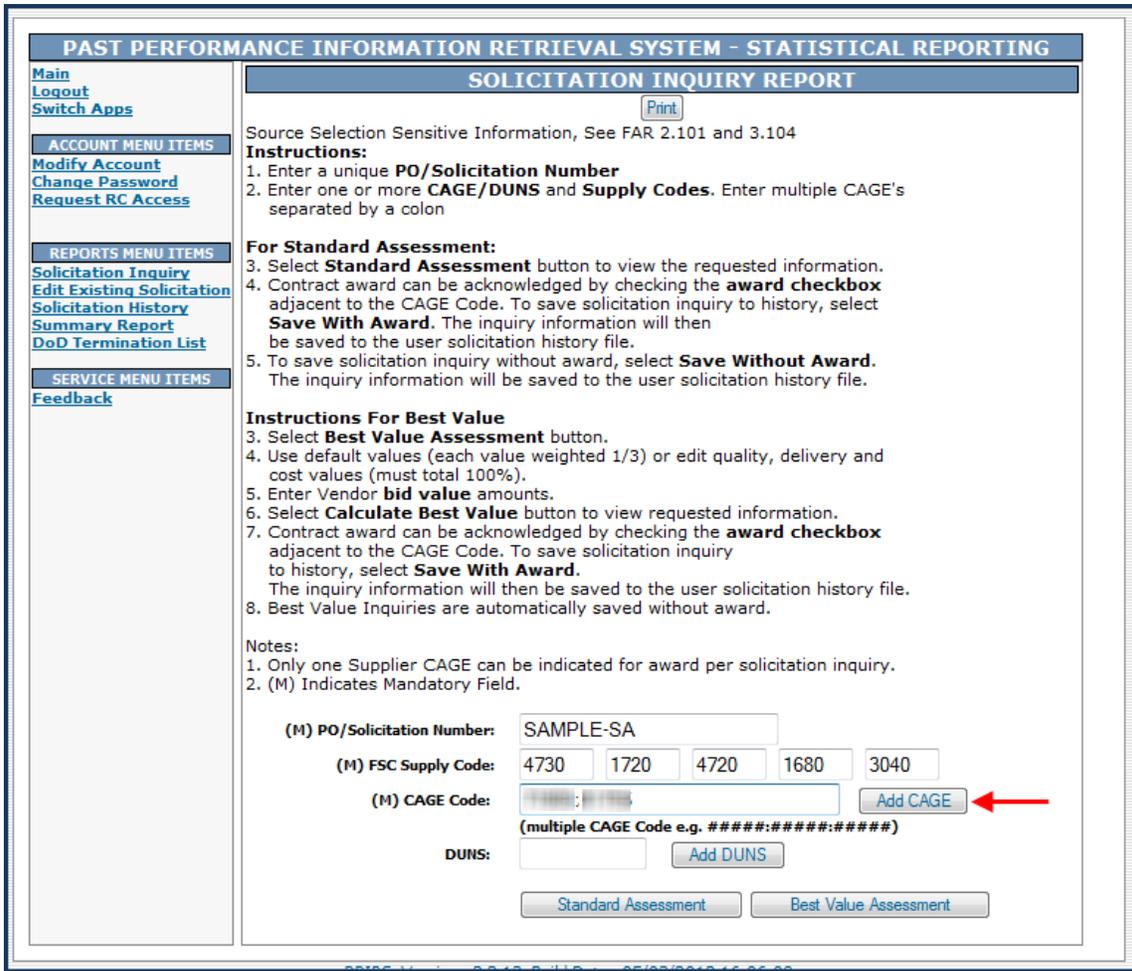
**Figure 50: Solicitation Inquiry Window Single CAGE Code**

- d. To enter a single CAGE code, enter a CAGE code and click the **Add CAGE** button, a box will appear with the newly added CAGE code



**Figure 51: Solicitation Inquiry Window Single CAGE Code Detail**

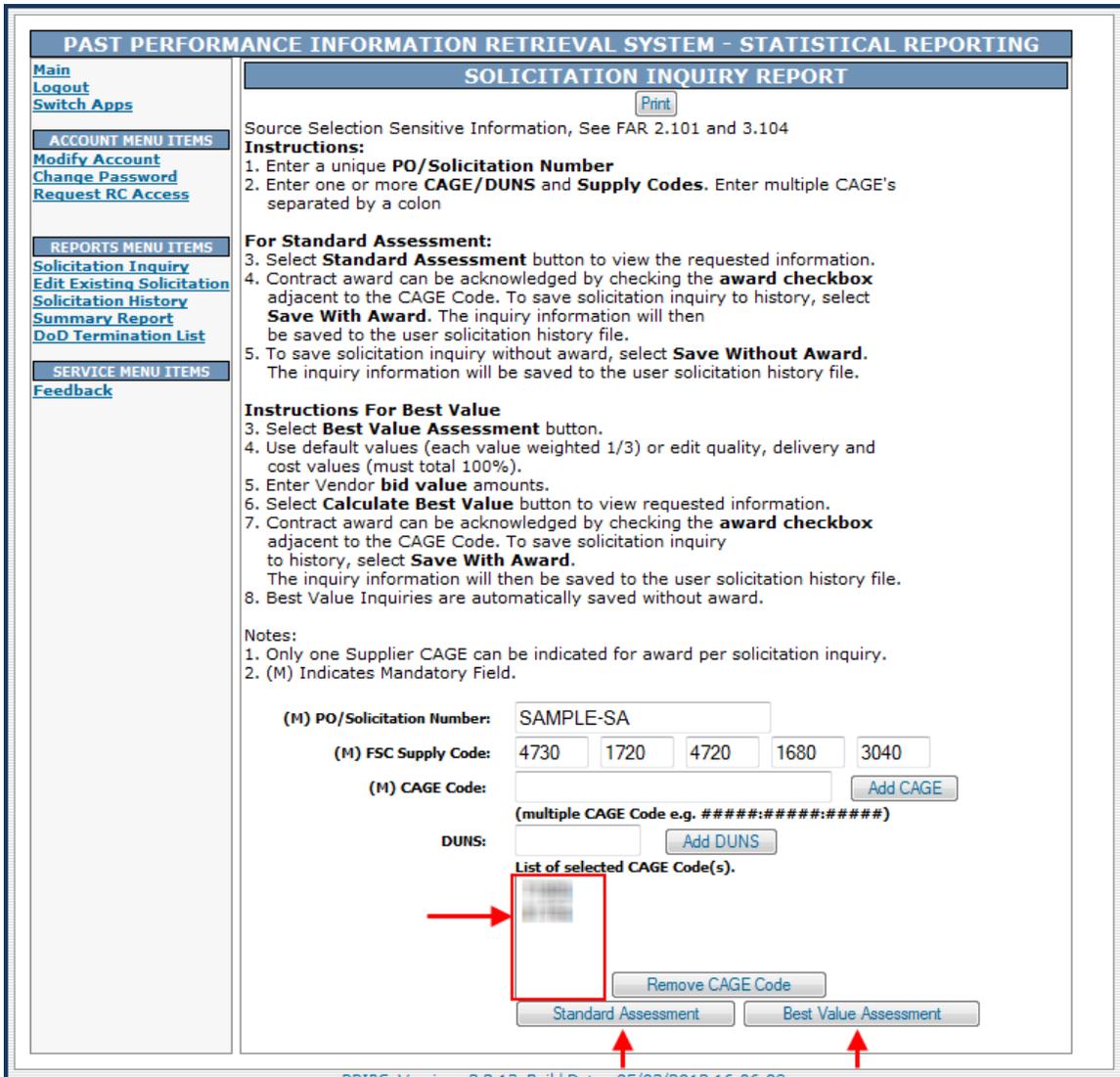
- e. Once you begin adding CAGE codes a new button will appear (**Remove CAGE Code**). This button will remove a selected CAGE code
- f. To enter multiple CAGE codes: repeat d. (above) for each CAGE code to be evaluated, or
- g. Enter multiple CAGE codes (up to 5) in the CAGE code entry box, separated by a colon (:)



**Figure 52: Solicitation Inquiry Window, entering multiple CAGE codes**

- h. Click the **Add CAGE** button, a box will appear with the newly added CAGE codes

**NOTE:** The **Add CAGE** button also checks the Excluded Parties List, no CAGE on the EPL can be added.



**Figure 53: Solicitation Inquiry Window with multiple CAGE Codes**

- i. Run the inquiry, click **Standard Assessment** or **Best Value Assessment**
- j. If Standard Assessment is selected the Standard Assessment results are displayed

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING

**Main**  
[Logout](#)  
[Switch Apps](#)

**ACCOUNT MENU ITEMS**  
[Modify Account](#)  
[Change Password](#)  
[Request RC Access](#)

**REPORTS MENU ITEMS**  
[Solicitation Inquiry](#)  
[Edit Existing Solicitation](#)  
[Solicitation History](#)  
[Summary Report](#)  
[DoD Termination List](#)

**SERVICE MENU ITEMS**  
[Feedback](#)

SOLICITATION INQUIRY REPORT

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Instructions:**

1. Enter a unique **PO/Solicitation Number**
2. Enter one or more **CAGE/DUNS** and **Supply Codes**. Enter multiple CAGE's separated by a colon

**For Standard Assessment:**

3. Select **Standard Assessment** button to view the requested information.
4. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
5. To save solicitation inquiry without award, select **Save Without Award**. The inquiry information will be saved to the user solicitation history file.

**Instructions For Best Value**

3. Select **Best Value Assessment** button.
4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%).
5. Enter Vendor **bid value** amounts.
6. Select **Calculate Best Value** button to view requested information.
7. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
8. Best Value Inquiries are automatically saved without award.

**Notes:**

1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
2. (M) Indicates Mandatory Field.

(M) PO/Solicitation Number:

(M) FSC Supply Code:

(M) CAGE Code:

(multiple CAGE Code e.g. #####:#####:#####)

DUNS:

List of selected CAGE Code(s):

Solicitation Number: SAMPLE-SA									
Awarded (Optional)	CAGE	Supply Code	Weighted Delivery Score	Total Line Item	Quality Color	Quality Score	Total Records	Classification Date	
<input type="checkbox"/>		4730	34	35	GREEN	497	37	11/30/2011	<input type="button" value="Get Detail Report"/>
<input type="checkbox"/>		1720	0	1	PURPLE	0	0	11/30/2011	<input type="button" value="Get Detail Report"/>
<input type="checkbox"/>		1680	No Data	0	BLUE	0	0	11/30/2011	<input type="button" value="Get Detail Report"/>
<input type="checkbox"/>		4730	17	96	GREEN	*	0	11/30/2011	<input type="button" value="Get Detail Report"/>
<input type="checkbox"/>		4730	40	34	GREEN	*	0	11/30/2011	<input type="button" value="Get Detail Report"/>
<input type="checkbox"/>		1680	53	82	GREEN	*	0	11/30/2011	<input type="button" value="Get Detail Report"/>
<input type="checkbox"/>		3040	26	17	GREEN	*	0	11/30/2011	<input type="button" value="Get Detail Report"/>

**Figure 54: Solicitation Inquiry Report Detail (Standard Assessment)**

**NOTE:** Place pointer over the symbol to see a popup containing vendor's name and address.



- m. Click the **Print** button to print out any Negative Records
- n. Click the **View Positive Delivery Records** to see all Positive Delivery Records

**DETAIL REPORT POSITIVE RECORDS**

→ [Print](#)

→ [Back](#)

**Positive Delivery Record(s)**  
18 Positive Records for CAGE: 71905

Department/Agency	Contract No.	Code/NSN	Due Date	Ship/Rec Date	Added Date
DSC COLUMBUS	FE277DBAAAAT8AACAADPC8AA8	312996010000000000	23-MAR-09	05-MAR-09	30-DEC-09
DSC COLUMBUS	3AN77DBAAAAT8AACAADPC8AA8	312996010000000000	16-FEB-09	29-JAN-09	30-DEC-09
DSC COLUMBUS	3JL17DBAAAAT8AACAADPC8AA8	312996010000000000	12-APR-10	25-MAR-10	29-APR-10
DSC COLUMBUS	3JL17DBAAAAT8AACAADPC8AA8	312996010000000000	14-MAR-10	03-MAR-10	29-MAR-10
DSC COLUMBUS	3JL17DBAAAAT8AACAADPC8AA8	312996010000000000	24-MAR-10	05-MAR-10	29-MAR-10
DSC COLUMBUS	3JL17DBAAAAT8AACAADPC8AA8	312996010000000000	24-MAR-10	11-MAR-10	29-MAR-10
DSC COLUMBUS	3N877DBAAAAT8AACAADPC8AA8	312996010000000000	20-FEB-09	08-JAN-09	30-DEC-09
USMC/NAVY	WDC000000000000000000	472001000000000000	07-DEC-09	05-MAR-09	19-JUL-10
DSC COLUMBUS	WCV77DBAAAAT8AACAADPC8AA8	312996010000000000	24-NOV-09	07-OCT-09	30-DEC-09
DSC COLUMBUS	OC777DBAAAAT8AACAADPC8AA8	312996010000000000	12-APR-10	24-MAR-10	29-APR-10
DSC COLUMBUS	OC777DBAAAAT8AACAADPC8AA8	312996010000000000	24-NOV-09	07-OCT-09	30-DEC-09
DSC COLUMBUS	SEF77DBAAAAT8AACAADPC8AA8	312996010000000000	24-MAR-10	11-MAR-10	29-MAR-10
DSC COLUMBUS	SEF777DBAAAAT8AACAADPC8AA8	312996010000000000	14-MAR-10	03-MAR-10	29-MAR-10
DSC COLUMBUS	SPN777DBAAAAT8AACAADPC8AA8	472001000000000000	09-JUL-09	20-APR-09	25-JUN-09
DSC COLUMBUS	SPN777DBAAAAT8AACAADPC8AA8	472001000000000000	09-JUL-09	20-APR-09	25-JUN-09
DSC COLUMBUS	SPN777DBAAAAT8AACAADPC8AA8	472001000000000000	11-MAY-09	15-APR-09	25-JUN-09
DSC COLUMBUS	SPN777DBAAAAT8AACAADPC8AA8	472001000000000000	11-MAY-09	15-APR-09	25-JUN-09
DSC COLUMBUS	SPN777DBAAAAT8AACAADPC8AA8	472001000000000000	27-JUN-09	20-APR-09	25-JUN-09

**Figure 56: Detail Report Positive Records**

- o. Click the **Print** button to print out Positive Records
- p. Click the **Back** button to return to the Negative Records list
- q. Click the “X” to close this separate browser window and return to the Solicitation Inquiry Report Detail screen (*see Figure 54: Solicitation Inquiry Report Detail (Standard Assessment)*)
- r. If either **Save with Award** or **Save without Award** is selected the following screen will be generated

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

PPIRS-SR Message

Solicitation Number SAMPLE-SA was saved successfully.

**ACCOUNT MENU ITEMS**  
[Main](#)  
[Logout](#)  
[Switch Apps](#)  
[Modify Account](#)  
[Change Password](#)  
[Request RC Access](#)

**REPORTS MENU ITEMS**  
[Solicitation Inquiry](#)  
[Edit Existing Solicitation](#)  
[Solicitation History](#)  
[Summary Report](#)  
[DoD Termination List](#)

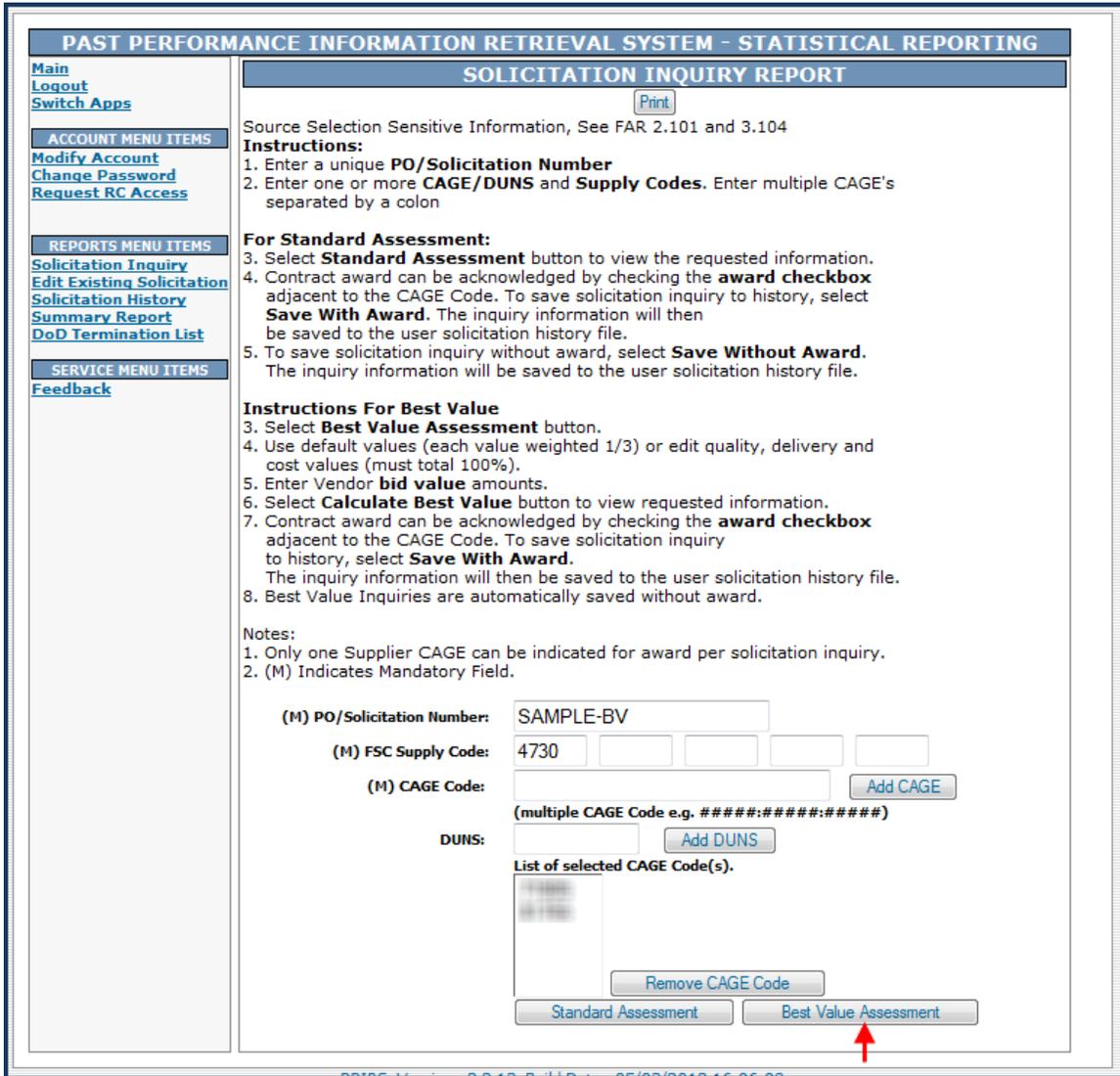
**SERVICE MENU ITEMS**  
[Feedback](#)

**Figure 57: Standard Assessment Saved Successfully**

### 5.2.3 Best Value Assessment

Best Value Assessment ranks perspective vendors based on Cost, Delivery and Quality.

**NOTE:** *The following screens contain fields for FSC Supply Codes. These can be either FSC or NAICS based on selection in Figure 23: Select Application Screen*



**Figure 58: Solicitation Inquiry Window (Best Value Assessment)**

- a. Enter Purchase Order/Solicitation Number, FSC(s) and CAGE code(s) as described above (*see Section 5.2.2 Standard Assessment a.- h.*)
- b. Click the **Best Value Assessment** button

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING

[Main](#)  
[Logout](#)  
[Switch Apps](#)

**ACCOUNT MENU ITEMS**  
[Modify Account](#)  
[Change Password](#)  
[Request RC Access](#)

**REPORTS MENU ITEMS**  
[Solicitation Inquiry](#)  
[Edit Existing Solicitation](#)  
[Solicitation History](#)  
[Summary Report](#)  
[DoD Termination List](#)

**SERVICE MENU ITEMS**  
[Feedback](#)

SOLICITATION INQUIRY REPORT
 Print

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Instructions:**

1. Enter a unique **PO/Solicitation Number**
2. Enter one or more **CAGE/DUNS** and **Supply Codes**. Enter multiple CAGE's separated by a colon

**For Standard Assessment:**

3. Select **Standard Assessment** button to view the requested information.
4. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
5. To save solicitation inquiry without award, select **Save Without Award**. The inquiry information will be saved to the user solicitation history file.

**Instructions For Best Value**

3. Select **Best Value Assessment** button.
4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%).
5. Enter Vendor **bid value** amounts.
6. Select **Calculate Best Value** button to view requested information.
7. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
8. Best Value Inquiries are automatically saved without award.

**Notes:**

1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
2. (M) Indicates Mandatory Field.

(M) PO/Solicitation Number:

(M) FSC Supply Code:

(M) CAGE Code:  Add CAGE

(multiple CAGE Code e.g. #####:#####:#####)

DUNS:  Add DUNS

List of selected CAGE Code(s).


Remove CAGE Code

Best Value Assessment

(M) Cost %:

(M) Delivery %:

(M) Quality %:

CAGE	Bid Value
#	<input type="text"/>
#	<input type="text"/>

Calculate Best Value

**Figure 59: Solicitation Inquiry Report (Calculate Best Value)**

- c. User is required to weight categories (Cost, Delivery, Quality) according to importance, *total percentage must equal 100* and
- d. Enter the bid values for each CAGE

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING

[Main](#)  
[Logout](#)  
[Switch Apps](#)

**ACCOUNT MENU ITEMS**  
[Modify Account](#)  
[Change Password](#)  
[Request RC Access](#)

**REPORTS MENU ITEMS**  
[Solicitation Inquiry](#)  
[Edit Existing Solicitation](#)  
[Solicitation History](#)  
[Summary Report](#)  
[DoD Termination List](#)

**SERVICE MENU ITEMS**  
[Feedback](#)

SOLICITATION INQUIRY REPORT

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Instructions:**

1. Enter a unique **PO/Solicitation Number**
2. Enter one or more **CAGE/DUNS** and **Supply Codes**. Enter multiple CAGE's separated by a colon

**For Standard Assessment:**

3. Select **Standard Assessment** button to view the requested information.
4. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
5. To save solicitation inquiry without award, select **Save Without Award**. The inquiry information will be saved to the user solicitation history file.

**Instructions For Best Value**

3. Select **Best Value Assessment** button.
4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%).
5. Enter Vendor **bid value** amounts.
6. Select **Calculate Best Value** button to view requested information.
7. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
8. Best Value Inquiries are automatically saved without award.

**Notes:**

1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
2. (M) Indicates Mandatory Field.

(M) PO/Solicitation Number:

(M) FSC Supply Code:

(M) CAGE Code:

(multiple CAGE Code e.g. #####:#####:#####)

DUNS:

List of selected CAGE Code(s).

(M) Cost %:

(M) Delivery %:

(M) Quality %:

CAGE	Bid Value
<input type="text" value="110"/>	<input type="text" value="110"/>
<input type="text" value="105"/>	<input type="text" value="105"/>

**Figure 60: Solicitation Inquiry Report (Calculate Best Value), entering weights & values**

- e. Click **Calculate Best Value**
- f. Venders are ranked in 'Best Value' order

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING

**Main**  
[Logout](#)  
[Switch Apps](#)

**ACCOUNT MENU ITEMS**  
[Modify Account](#)  
[Change Password](#)  
[Request RC Access](#)

**REPORTS MENU ITEMS**  
[Solicitation Inquiry](#)  
[Edit Existing Solicitation](#)  
[Solicitation History](#)  
[Summary Report](#)  
[DoD Termination List](#)

**SERVICE MENU ITEMS**  
[Feedback](#)

SOLICITATION INQUIRY REPORT

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Instructions:**

1. Enter a unique **PO/Solicitation Number**
2. Enter one or more **CAGE/DUNS** and **Supply Codes**. Enter multiple CAGE's separated by a colon

**For Standard Assessment:**

3. Select **Standard Assessment** button to view the requested information.
4. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
5. To save solicitation inquiry without award, select **Save Without Award**. The inquiry information will be saved to the user solicitation history file.

**Instructions For Best Value**

3. Select **Best Value Assessment** button.
4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%).
5. Enter Vendor **bid value** amounts.
6. Select **Calculate Best Value** button to view requested information.
7. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
8. Best Value Inquiries are automatically saved without award.

**Notes:**

1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
2. (M) Indicates Mandatory Field.

(M) PO/Solicitation Number: **SAMPLE-BV**

CAGE	Supply Code	Bid Price	Weighted Delivery Score	Quality Color	
72905	4730	\$ 105	34	GREEN	<input type="button" value="Get Detail Report"/>
81735	4730	\$ 110	17	GREEN	<input type="button" value="Get Detail Report"/>

CAGE	Bid Price	Best Offer	Award
72905	\$ 105	1	<input type="checkbox"/>
81735	\$ 110	2	<input type="checkbox"/>

**Figure 61: Solicitation Inquiry Report Detail (Calculate Best Value) Best Offer Ranking**

- g. Click the **Print** button to print out the results
- h. To view Detail Reports refer to Section 5.2.2 Standard Assessment l. - q.
- i. Check the appropriate box adjacent to the CAGE (vendor) to record Award, if desired

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**SOLICITATION INQUIRY REPORT**

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Instructions:**

1. Enter a unique **PO/Solicitation Number**
2. Enter one or more **CAGE/DUNS** and **Supply Codes**. Enter multiple CAGE's separated by a colon

**For Standard Assessment:**

3. Select **Standard Assessment** button to view the requested information.
4. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
5. To save solicitation inquiry without award, select **Save Without Award**. The inquiry information will be saved to the user solicitation history file.

**Instructions For Best Value**

3. Select **Best Value Assessment** button.
4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%).
5. Enter Vendor **bid value** amounts.
6. Select **Calculate Best Value** button to view requested information.
7. Contract award can be acknowledged by checking the **award checkbox** adjacent to the CAGE Code. To save solicitation inquiry to history, select **Save With Award**. The inquiry information will then be saved to the user solicitation history file.
8. Best Value Inquiries are automatically saved without award.

**Notes:**

1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
2. (M) Indicates Mandatory Field.

(M) PO/Solicitation Number: SAMPLE-BV

CAGE	Supply Code	Bid Price	Weighted Delivery Score	Quality Color	
72985	4730	\$ 105	34	GREEN	Get Detail Report
82985	4730	\$ 110	17	GREEN	Get Detail Report

CAGE	Bid Price	Best Offer	Award
72985	\$ 105	1	<input checked="" type="checkbox"/>
82985	\$ 110	2	<input type="checkbox"/>

Buttons: Save with Award, Back

**Figure 62: Solicitation Inquiry Report (Best Value Selection)**

- j. Click **Save with Award** or **Back** (no save)
- k. If **Save with Award** is selected the Saved Successfully screen will be displayed (*see Figure 57: Standard Assessment Saved Successfully*)

When either the **Save with Award** or **Back** buttons are selected, the information will be stored in the solicitation history table and can be retrieved at a later date using the **Solicitation History Report**. The first column in that report may be checked to indicate which contractor received the award.

### 5.2.4 Edit Existing Solicitation

To edit an Existing Solicitation the user selects **Edit Existing Solicitation** in the Navigation frame.

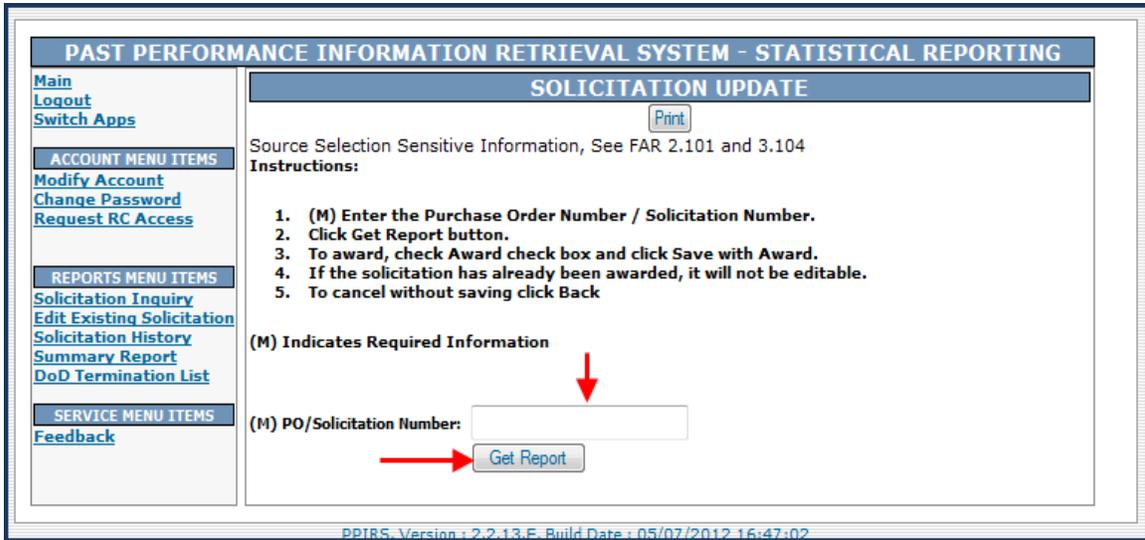


Figure 63: Solicitation Update

- a. Enter Purchase Order or Solicitation Number, click **Get Report**

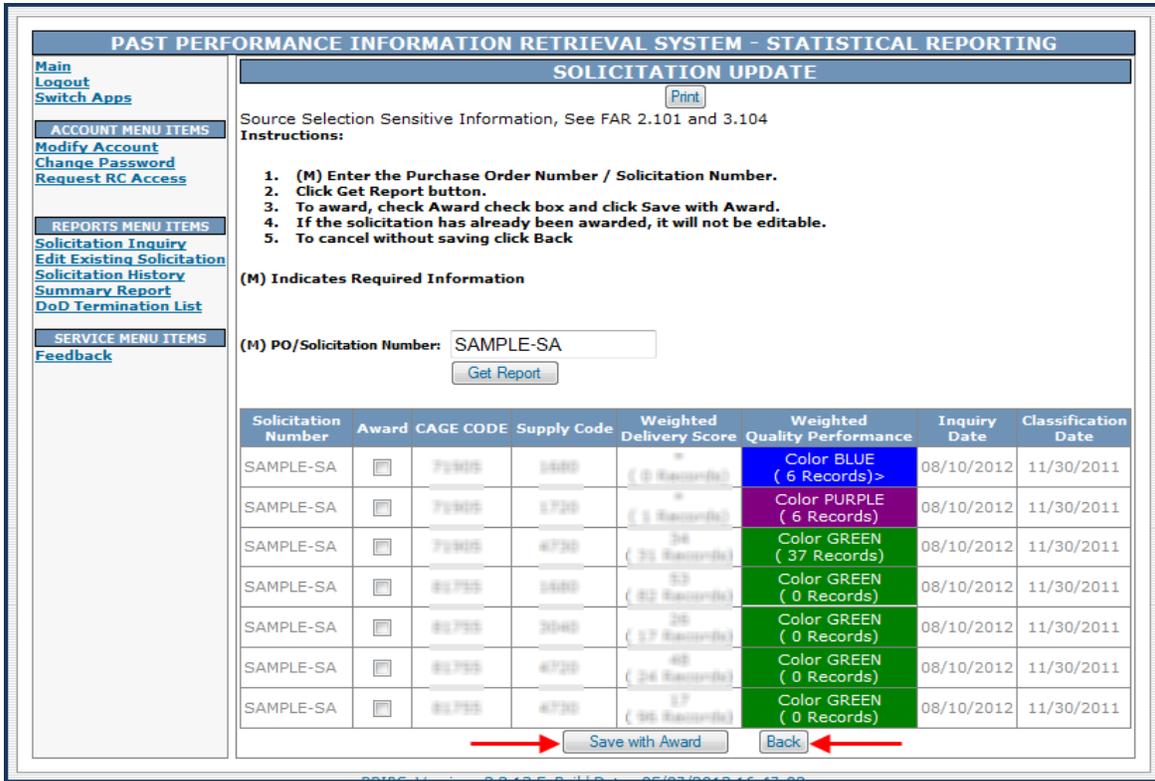
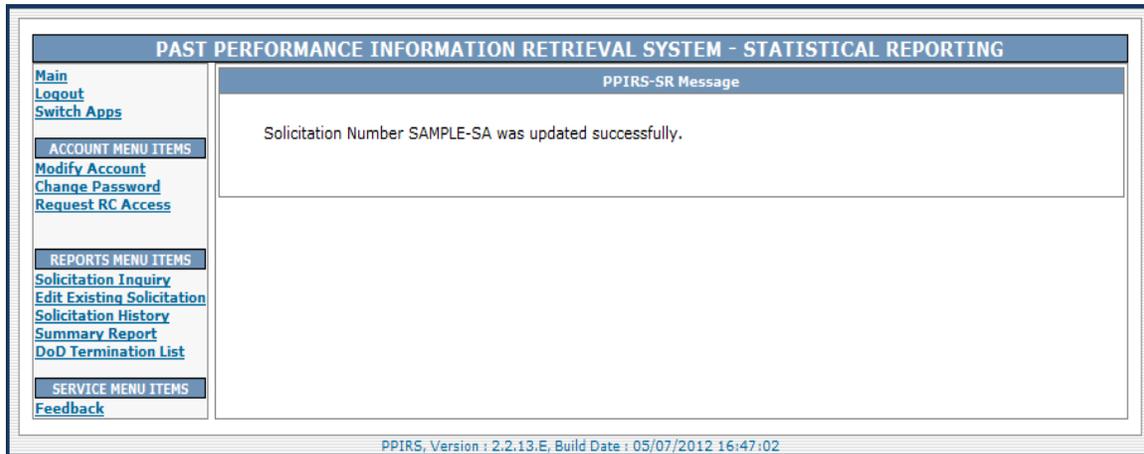


Figure 64: Solicitation Update Report Example

- b. To record award for a particular vendor, check the Award check box next to that vendor and click **Save with Award** (this does not advise the vendor that he/she was chosen, this is just for the user's own history)
- c. Click **Back** to cancel without saving
- d. If **Save with Award** is selected the updated successfully screen will be displayed



**Figure 65: Solicitation Update Successful**

**NOTE:** *If the solicitation was awarded it will not be editable. Update of Award is the only action for this menu at the time of this publish.*

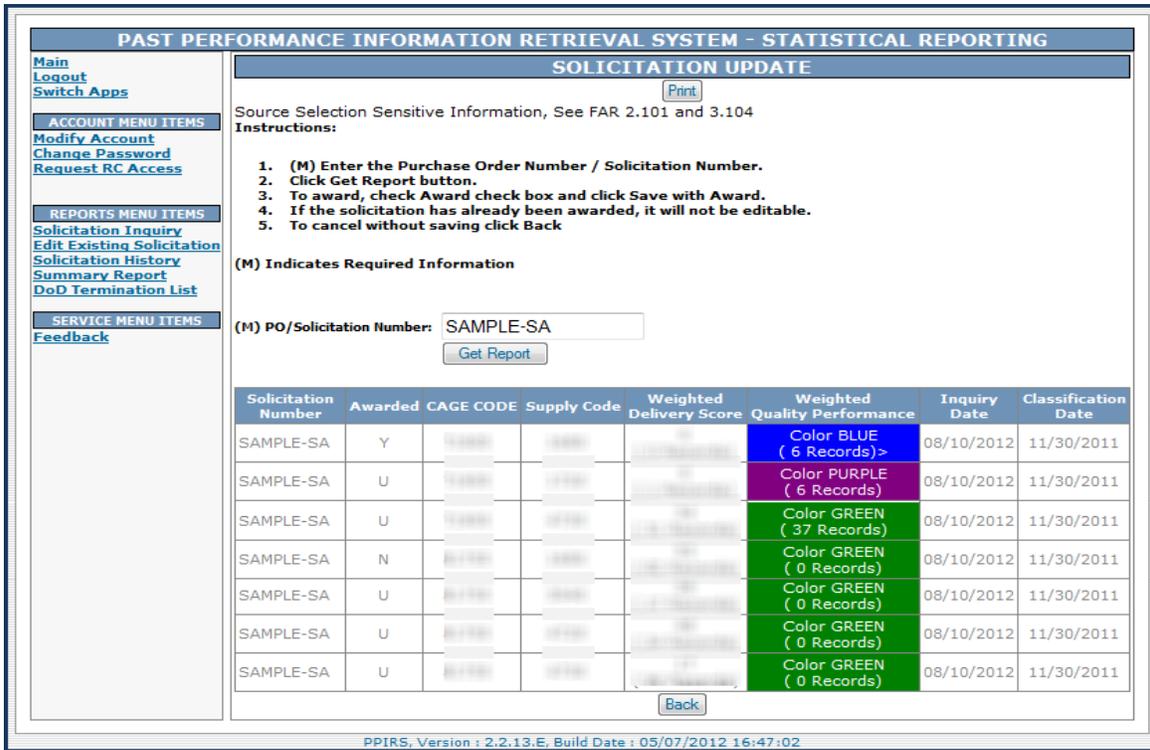


Figure 66: Previously Awarded Solicitation (No Edit) Example

### 5.2.5 Solicitation History Report

To access Solicitation History Report the user selects [Solicitation History](#) in the Navigation frame. Solicitation History allows the user to look up the results of past solicitation inquiries.

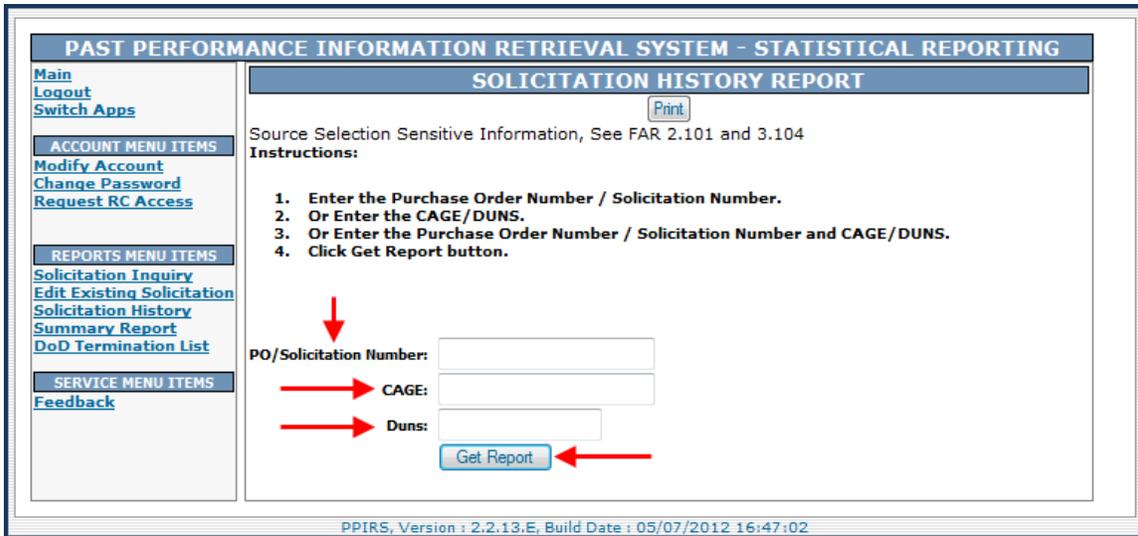


Figure 67: Solicitation History Report Request

Any/all of the following may be entered to obtain History:

- a. Purchase Order/Solicitation Number (*partial data will retrieve more*

information, i.e. enter **T** to retrieve all records that have a **Purchase Order/Solicitation Number beginning with the letter T**).

- b. CAGE
- c. DUNS
- d. Click the **Get Report** button

The report displays the history captured *when solicitation information was entered*.

The information includes every CAGE queried at the time the Solicitation Inquiry was saved.

The screenshot shows the 'SOLICITATION HISTORY REPORT' interface. It includes a navigation menu on the left, a search form with fields for 'PO/Solicitation Number', 'CAGE', and 'Duns', and a 'Get Report' button. Below the form is a table with columns: Solicitation Number, Awarded, CAGE CODE, Supply Code, Weighted Delivery Score, Weighted Quality Performance, RANK, Bid Price, Inquiry Date, and Classification Date. The table contains seven rows of data for 'SAMPLE-SA' with various award statuses and scores.

Solicitation Number	Awarded	CAGE CODE	Supply Code	Weighted Delivery Score	Weighted Quality Performance	RANK	Bid Price	Inquiry Date	Classification Date
SAMPLE-SA	Y	71999	9999	* (0 Records)	Score 6 Color BLUE (6 Records)			08/10/2012	11/30/2011
SAMPLE-SA	U	71999	9999	0 (1 Records)	Score 6 Color PURPLE (6 Records)			08/10/2012	11/30/2011
SAMPLE-SA	U	71999	9999	34 (31 Records)	Score 0.497 Color GREEN (37 Records)			08/10/2012	11/30/2011
SAMPLE-SA	N	99799	9999	53 (82 Records)	Score 0 Color GREEN (0 Records)			08/10/2012	11/30/2011
SAMPLE-SA	U	99799	9999	26 (17 Records)	Score 0 Color GREEN (0 Records)			08/10/2012	11/30/2011
SAMPLE-SA	U	99799	9999	48 (24 Records)	Score 0 Color GREEN (0 Records)			08/10/2012	11/30/2011
SAMPLE-SA	U	99799	9999	17 (96 Records)	Score 0 Color GREEN (0 Records)			08/10/2012	11/30/2011

**Figure 68: Solicitation History Report Detail Example**

- e. You may download this report to Microsoft Excel, click on the word **here** just above the report
- f. Click the **Print** button to print out the results

### 5.2.6 Summary Report

To access Summary Report, click [Summary Report](#) in the navigation frame. The Summary Report allows Government users to enter DUNS Number and CAGE code(s) to view the vendor's current classifications.

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)**  
**GOVERNMENT SUMMARY QUALIFIER REPORT**

Source Selection Sensitive Information, See FAR 2.101 and 3.104  
**Print**

**Overview:**  
 Government user can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more FSC.

**Instructions:**

1. Enter one or more DUNS / CAGE Codes. Enter multiple CAGE's separated by a colon. Select **Add DUNS/CAGE Code**
2. To search for specific FSC codes, enter one FSC or multiple FSC's separated by a colon. Select **Add FSC Code**
3. To remove CAGE or FSC Codes from the selected list, highlight the CAGE or FSC Code and select **Remove CAGE/FSC** button
4. Select **Run Summary Report** to generate the summary report for the qualifiers entered.

(M) DUNS:  **Add Duns Number**  
 (single DUNS Only)

(M) CAGE Code:  **Add CAGE Code**  
 (multiple CAGE Code e.g. #####:#####:#####)

FSC Code:  **Add FSC Code**  
 (multiple FSC Code e.g. #####:#####:#####)

**Run Summary Report**

PPIRS, Version : 2.0.00000, Build Date : 07/10/2007 12:00:00

**Figure 69: Summary Report Request**

Any/all of the following may be entered to obtain a Summary Report

- To select which DUNS number to query the user enters a valid DUNS number and clicks the **Add DUNS Number** button
  - When the **Add DUNS Number** button is clicked the CAGE Codes will automatically be selected for that DUNS and appear in the List of selected CAGE Codes box.

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**GOVERNMENT SUMMARY QUALIFIER REPORT**

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Overview:**  
Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.

**Instructions:**

1. Enter one or more CAGE Codes, Enter multiple CAGE's separated separated by : Select **Add CAGE Code** button .
2. Enter one DUNS Number, Select **Add DUNS Number** button
3. Enter a Supply Code and click **Add Supply Code** button, or Enter multiple Supply Codes separated by a colon ':' .
4. To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective **Remove** button.
5. Click **Run Summary Report** to generate summary report for the qualifiers entered.

(M) DUNS: 999999999 (single DUNS Only) **Add Duns Number**

(M) CAGE Code: (multiple CAGE Codes e.g. #####:#####:#####) **Add CAGE Code**

FSC Supply Code: (multiple FSC Supply Codes e.g. #####:#####:#####) **Add Supply Code**

**Run Summary Report**

Figure 70: Summary Report Request, entering DUNS Nubmer

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**GOVERNMENT SUMMARY QUALIFIER REPORT**

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Overview:**  
Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.

**Instructions:**

1. Enter one or more CAGE Codes, Enter multiple CAGE's separated separated by : Select **Add CAGE Code** button .
2. Enter one DUNS Number, Select **Add DUNS Number** button
3. Enter a Supply Code and click **Add Supply Code** button, or Enter multiple Supply Codes separated by a colon ':' .
4. To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective **Remove** button.
5. Click **Run Summary Report** to generate summary report for the qualifiers entered.

(M) DUNS: 999999999 (single DUNS Only) **Add Duns Number**

(M) CAGE Code: (multiple CAGE Codes e.g. #####:#####:#####) **Add CAGE Code**

FSC Supply Code: (multiple FSC Supply Codes e.g. #####:#####:#####) **Add Supply Code**

**Run Summary Report**

**List of selected CAGE Code (s):**

- ##### **Remove CAGE Code**

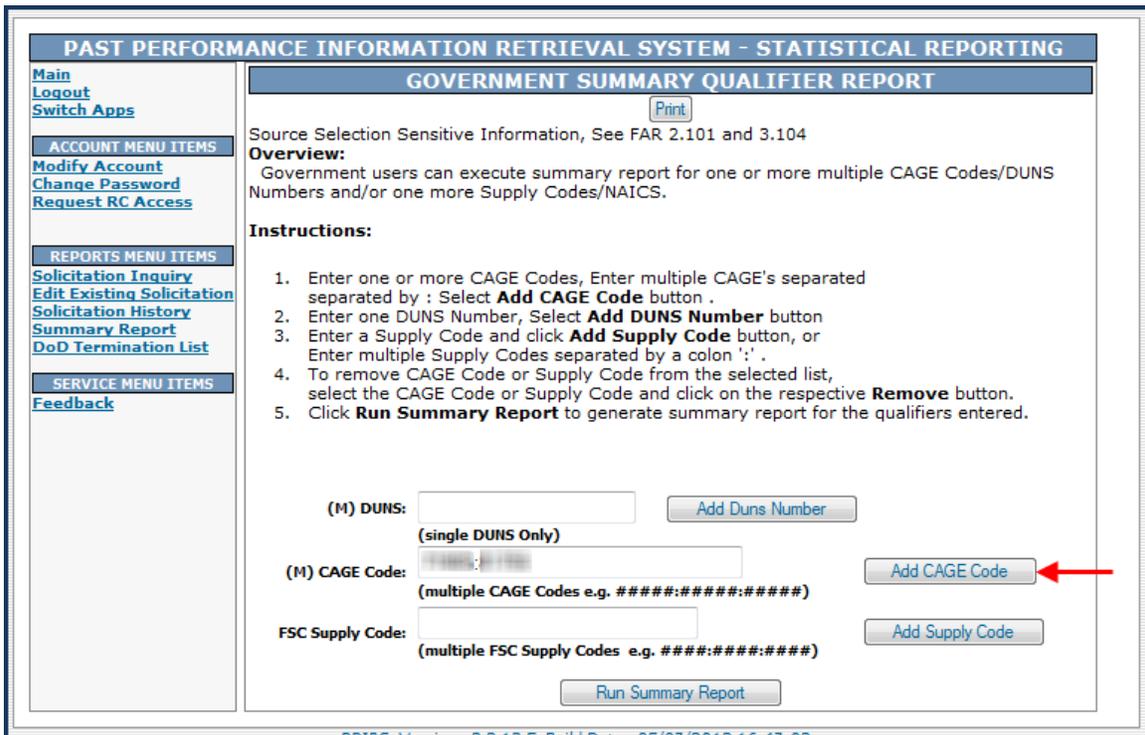
Figure 71: Summary Report Request, List of selected CAGE Codes Box

- b. To select which CAGE codes to query the user enters a CAGE code and clicks the **Add CAGE Code** button, a box will appear with the newly added CAGE code

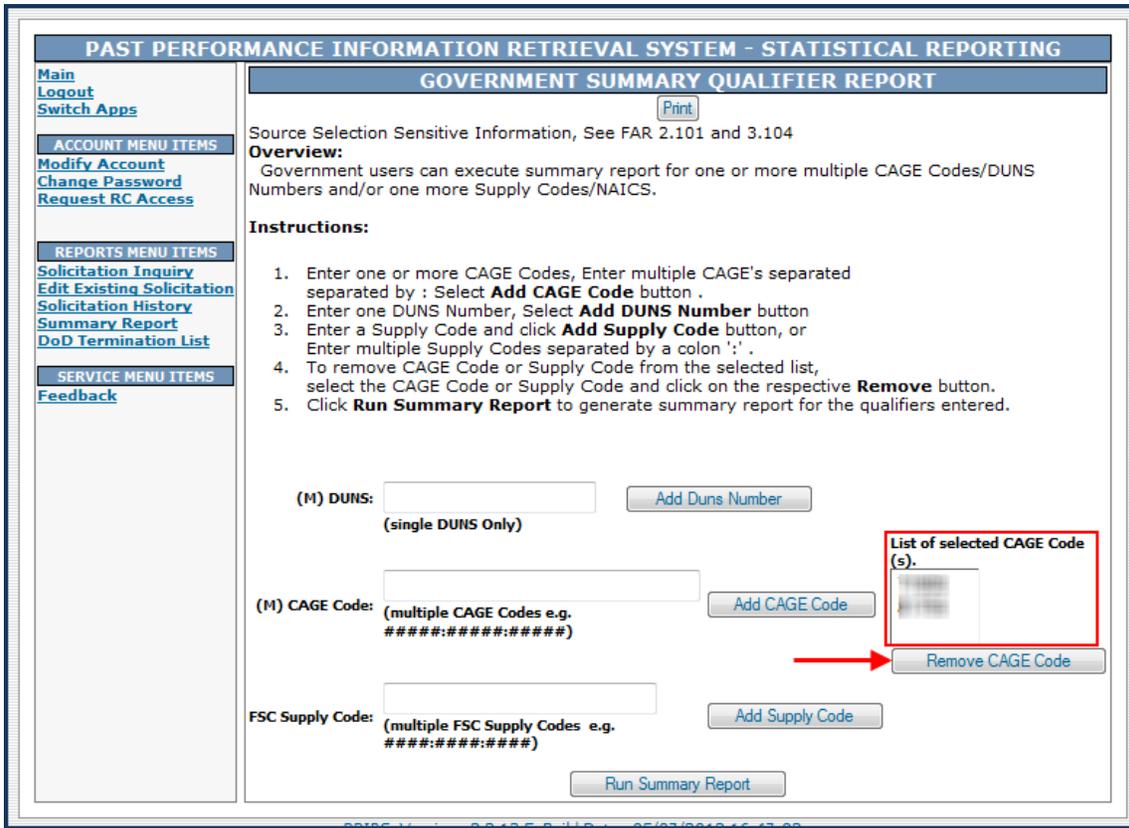
To enter multiple CAGE codes:

- You may repeat the first step for each CAGE code to be evaluated, *or* you may enter multiple CAGE codes in the CAGE code entry box, separated by a colon (:)

**NOTE:** The **Add CAGE** button also checks the Excluded Parties List, no CAGE on the EPL can be added.



**Figure 72: Summary Report Request, entering multiple CAGE Codes**



**Figure 73: Summary Report Request with multiple CAGE Codes**

- c. When you begin adding CAGE codes a new button will appear (**Remove CAGE Code**) this button will remove a selected CAGE code
- d. To filter reports for specific FSC Codes, the user enters an FSC code and clicks the **Add Supply Code** button. A box will appear with the newly added FSC code.

To enter multiple FSC codes

- You may repeat step d. for each FSC code to be evaluated, or you may enter multiple FSC codes in the FSC code entry box, separated by a colon (:)

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**GOVERNMENT SUMMARY QUALIFIER REPORT** Print

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Overview:**  
Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.

**Instructions:**

1. Enter one or more CAGE Codes, Enter multiple CAGE's separated by : Select **Add CAGE Code** button .
2. Enter one DUNS Number, Select **Add DUNS Number** button
3. Enter a Supply Code and click **Add Supply Code** button, or Enter multiple Supply Codes separated by a colon ':' .
4. To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective **Remove** button.
5. Click **Run Summary Report** to generate summary report for the qualifiers entered.

(M) DUNS:  Add Duns Number  
(single DUNS Only)

(M) CAGE Code:  Add CAGE Code  
(multiple CAGE Codes e.g. #####:#####:#####)

FSC Supply Code:  Add Supply Code ←  
(multiple FSC Supply Codes e.g. #####:#####:#####)

Run Summary Report

List of selected CAGE Code (s):

--

Remove CAGE Code

Figure 74: Summary Report Request, entering multiple FSC Codes

**PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING**

**GOVERNMENT SUMMARY QUALIFIER REPORT** Print

Source Selection Sensitive Information, See FAR 2.101 and 3.104

**Overview:**  
Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.

**Instructions:**

1. Enter one or more CAGE Codes, Enter multiple CAGE's separated by : Select **Add CAGE Code** button .
2. Enter one DUNS Number, Select **Add DUNS Number** button
3. Enter a Supply Code and click **Add Supply Code** button, or Enter multiple Supply Codes separated by a colon ':' .
4. To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective **Remove** button.
5. Click **Run Summary Report** to generate summary report for the qualifiers entered.

(M) DUNS:  Add Duns Number  
(single DUNS Only)

(M) CAGE Code:  Add CAGE Code  
(multiple CAGE Codes e.g. #####:#####:#####)

FSC Supply Code:  Add Supply Code

List of selected CAGE Code(s):

--

Remove CAGE Code

List of selected Supply Code (s):

4730
1730

Remove Supply Code

Run Summary Report →

Figure 75: Summary Report Request with multiple FSC Codes

- When you begin adding FSC codes a new button will appear (**Remove FSC Code**) this button will remove a selected FSC code
- e. To run the desired inquiry the user must click the **Run Summary Report** button.

Source Selection Sensitive Information, See FAR 2.101 and 3.104

[Govt Main Page](#) | [Logout](#)

### GOVERNMENT SUMMARY REPORT

CAGE CODE	Company Name	Company Address	Replace Code(if any)
72905	SEMPERPARME MACHINES AND TOOLS CO	7200 BELLEVILLE AVE PHILADELPHIA PA 19144-1700	
88705	LOCKHEED MARTIN CORP	LOCKHEED BLDG FORT WORTH TX 76108-7400	

**COLOR LEGEND**

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

**NOTE:** Click on a Supply Code to view Detailed Report of negative data.

**Current Classifications:**

CAGE Code	FSC Code	Weighted Delivery Score	Weighted Quality Performance	Classification Date
72905	<a href="#">1730</a>	0 (0 Records)	Color PURPLE ( 6 Records)	11/30/2011
72905	<a href="#">4730</a>	34 (31 Records)	Color GREEN ( 37 Records)	11/30/2011
88705	<a href="#">1730</a>	0 (8 Records)	Color GREEN ( 0 Records)	11/30/2011
88705	<a href="#">4730</a>	17 (96 Records)	Color GREEN ( 0 Records)	11/30/2011

**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 76: Summary Report Detail**

- f. From this screen the user may select any FSC from the Current Classifications list to view a Detailed Report for that contractor. Click any linked **FSC** on the Summary Report to generate a Detailed Report for that FSC and CAGE (linked items are blue and underlined)
- g.

**NOTE:** *Regular Government users are only permitted to view Current Classifications in the Summary Report.*

- h. Click the **Print** button to print out the Summary Report.
- i. Click the **Govt Main Page** link to return to the Main Page or click the **Logout** link to log out of PPIRS-SR and be returned to the login screen.

### **5.2.7 Detailed Summary Report**

The Detailed Report contains all the negative records that impact the classification. All Government users can generate a Detailed Report by linking to the report from the **Summary Report Screen** (*See Figure 76: Summary Report Detail*). Click any linked **FSC** on the Summary Report to generate a Detailed Report for that FSC and CAGE (linked items are blue and underlined).

[Print](#)

Source Selection Sensitive Information, See FAR 2.101 and 3.104

[Govt Main Page](#) | [Summary Report](#) | [Logout](#)

---

**GOVERNMENT DETAILED REPORT**

**CAGE Code:** 71999  
**FSC Supply Code:** 4720  
**Company Name:** DORSETSHIRE MACHINE AND TOOL CO  
**Company Address:** 1510 BELFIELD AVE  
 PHILADELPHIA PA 19144-1700

Quality Color Code: GREEN  
 Weighted Delivery Score: 34  
 Average Supply Code Delivery Score For All Suppliers: 67.0

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

3 Negative Delivery Records found.

New Records						
Department/Agency	Contract No.	Code/NSN	Due Date	Ship/Rec Date	Cancel Date	Added Date
No Data						
Existing Records						
Department/Agency	Contract No.	Code/NSN	Due Date	Ship/Rec Date	Cancel Date	Added Date
DSC COLUMBUS	W99999999999999999999	47200000000000000000	12-AUG-2008	09-APR-2009		25-JUN-2009
USMC/NAVY	W99999999999999999999	47200000000000000000	22-DEC-2008	09-MAR-2009		19-JUL-2010
USMC/NAVY	W99999999999999999999	4720	31-AUG-2009	11-SEP-2009		19-JUL-2010

Bulletin(s)			
Department/Agency	Serial No.	Code/NSN	Added Date
No Data			

DLA Quality Record(s)								
CDCS No.	Code/NSN	Contract No.	Type Code	Discrepancy Code	Cause Code	Disposition Code	C/A	Added Date
No Data								

GIDEP Alert(s)					
Department/Agency	Code/NSN	Alert Number	Class	Added Date	
No Data					

Lab Test(s)						
Department/Agency	Test Rpt No.	Code/NSN	Contract No.	Critical/Major/Minor	Deficient Area	Added Date
No Data						

Material Inspection Record(s)						
New Records						
Department/Agency	Serial No.	Code/NSN	Contract No.	Critical/Major/Minor	Deficient Area	Added Date
No Data						
Existing Records						
Department/Agency	Serial No.	Code/NSN	Contract No.	Critical/Major/Minor	Deficient Area	Added Date
USMC/NAVY	W99999999999999999999	47200000000000000000	W99999999999999999999	MAJOR	LIQ PENETRANT	24-JAN-11
USMC/NAVY	W99999999999999999999	47200000000000000000	W99999999999999999999	MINOR	MATERIAL IDENTIFICATION	24-JAN-11

Product Quality Deficiency Report(s)					
New Records					
Department/Agency	Activity & Serial No.	Code/NSN	Category	Contract No.	Added Date
No Data					
Existing Records					
Department/Agency	Activity & Serial No.	Code/NSN	Category	Contract No.	Added Date
USMC/NAVY	W99999999999999999999	47200000000000000000	CATEGORY II	W99999999999999999999	22-APR-09
USMC/NAVY	W99999999999999999999	47200000000000000000	CATEGORY II	W99999999999999999999	10-FEB-09
USMC/NAVY	W99999999999999999999	47200000000000000000	CATEGORY II	W99999999999999999999	01-SEP-09
USMC/NAVY	W99999999999999999999	47200000000000000000	CATEGORY II	W99999999999999999999	23-FEB-09
USMC/NAVY	W99999999999999999999	47200000000000000000	CATEGORY II	W99999999999999999999	09-APR-10

Survey Report(s)							
Department/Agency	Cause Code	Code/NSN	Contract No.	Assesment Code	Survey Date	Serial No.	Added Date
No Data							

Test Report(s)							
Department/Agency	Report Type	Serial No.	Code/NSN	Contract No.	Results	Added Date	
No Data							

PPIRS Version: 2.2.13 E-Build Date: 05/07/2012 16:47:02

Figure 77: Summary Detailed Report Example

- Click the **Print** button to print out the Detailed Report
- Click **View Positive Delivery Records** to view positive records
- Click the **Govt Main Page** link at the top left of the screen to return to the PPIRS-SR Government Main Page.
- Click **Summary Report** to return to the Summary Report.
- Click the **Logout** link to log out of PPIRS-SR and be returned to the login screen.

## 5.2.8 DOD Termination List

To access DoD Termination List, click **DoD Termination List** in the navigation frame. This list identifies any vendor that has been notified of “termination for cause” or “termination for default”, *regardless of contract dollar value*. The entire list will be displayed.

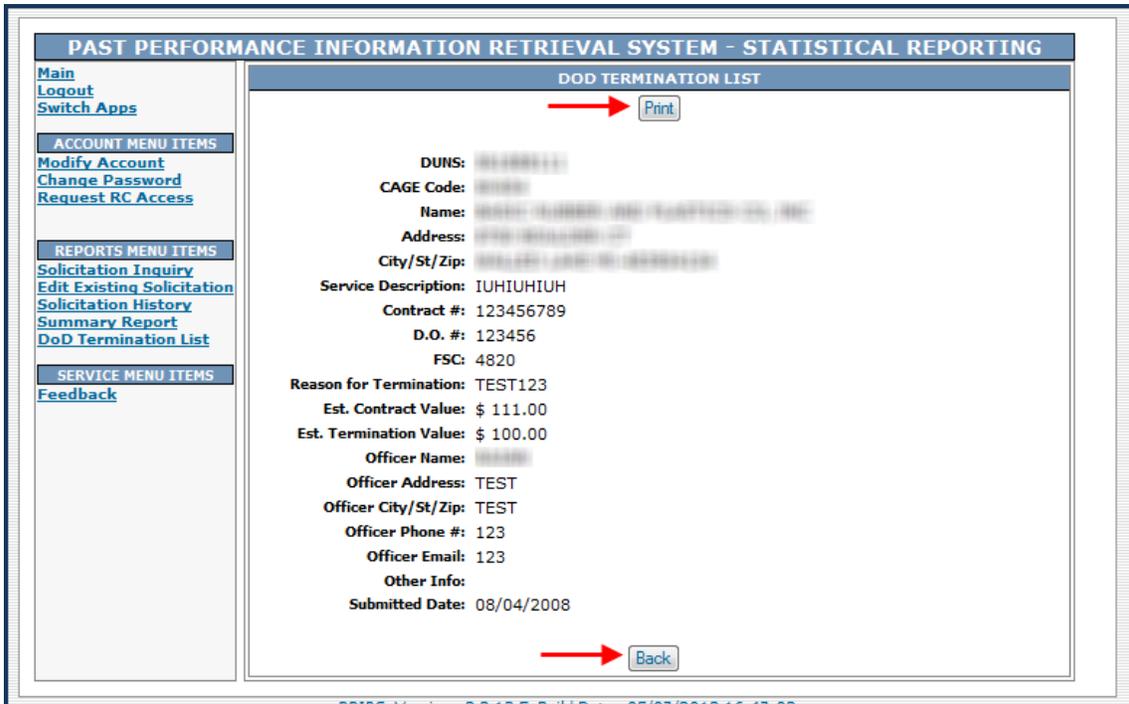
The screenshot displays the 'PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING' interface. On the left is a navigation menu with sections for 'ACCOUNT MENU ITEMS', 'REPORTS MENU ITEMS', and 'SERVICE MENU ITEMS'. The 'DoD Termination List' link is highlighted in red in the 'REPORTS MENU ITEMS' section. The main content area is titled 'DOD TERMINATION LIST' and contains search fields for 'DUNS:' and 'CAGE CODE:', a 'Search' button, and a 'Print' button. Below the search fields is a link: 'DoD Termination List Download: Click [here](#) to download data in Microsoft Excel format'. A table displays the following data:

DUNS	CAGE CODE	Contractor Name	Contract Number	FSC
<a href="#">000000</a>	0000	BASIC RUBBER AND PLASTICS CO, INC	123456789	4820
<a href="#">12345</a>	7890	ABCDEF	1345	4730
<a href="#">UNKNOWN</a>	00000		123441	
<a href="#">UNKNOWN</a>	XXXXX	WERTWRT	101010	4820

**Figure 78: DOD Termination List Example**

To search for a particular Vendor on the list any/all of the following may be entered:

- To select a DUNS number to query, enter a valid DUNS number and click the **Search** button.  
And/Or
- To select a CAGE Code to query, enter a valid CAGE Code and click the **Search** button.  
Or
- The user may click on any linked **DUNS** to view a full report (linked items are blue and underlined).
- Click the **here** link to download data to Microsoft Excel format
- Click the **Print** button to print out the results



**Figure 79: DOD Termination List Full Report Example**

- f. Click the **Print** button to print out the results
- g. Click **Back** to return to the full listing

**NOTE:** *The DOD Termination List was populated before the advent of FAPIIS. It should be used in conjunction with FAPIIS data.*

### 5.2.9 Feedback

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

**To access Feedback:**

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

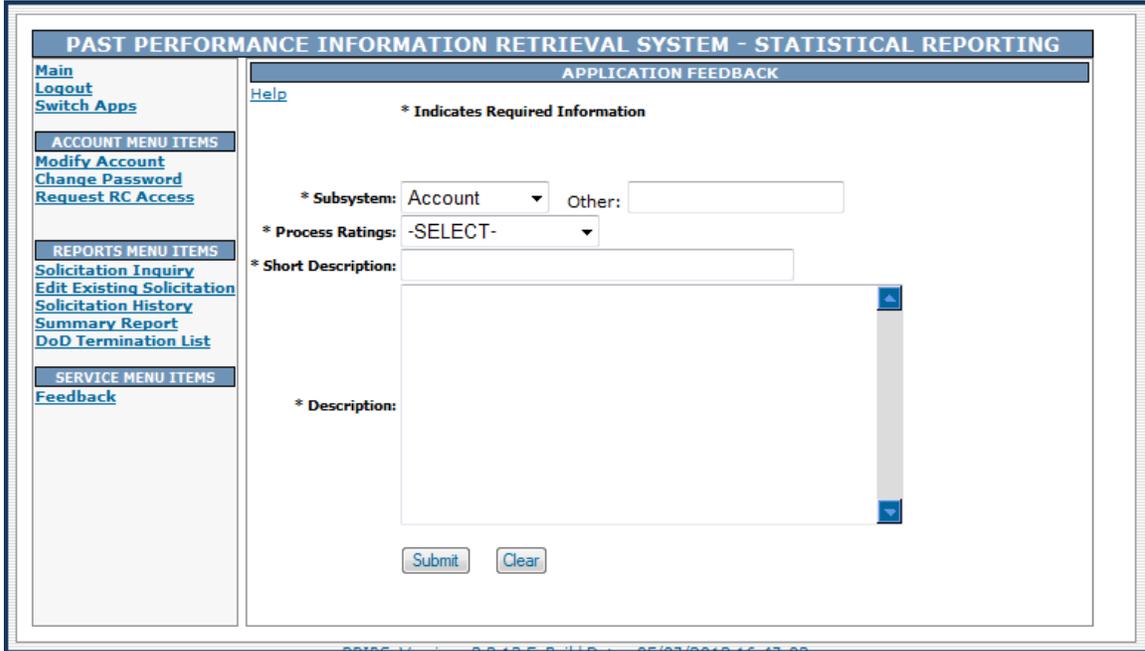


Figure 80: Feedback Window

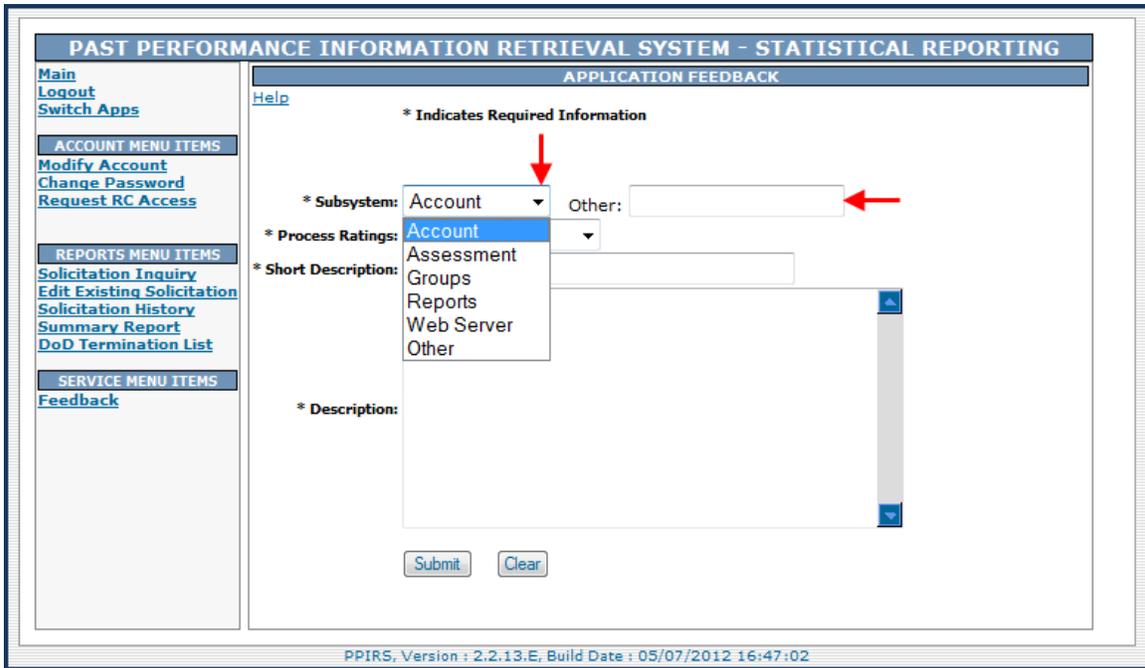


Figure 81: Feedback Window Subsystem Dropdown

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

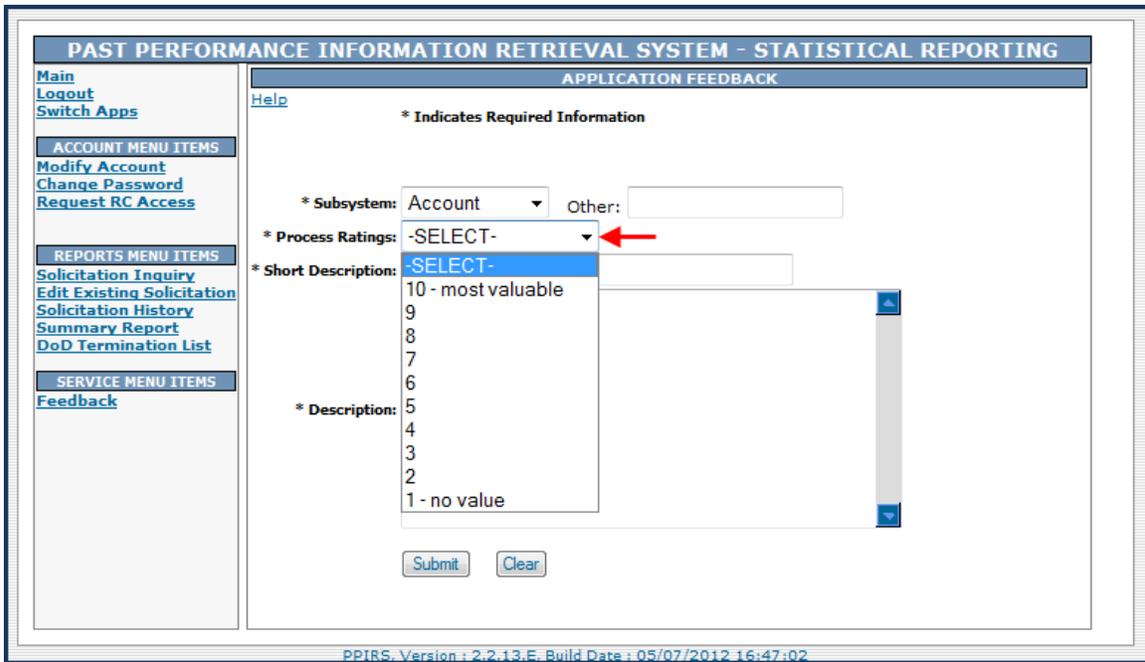


Figure 82: Feedback Window Rating Dropdown

- d. Select desired Process Rating from the drop down list

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING

APPLICATION FEEDBACK

Help

\* Indicates Required Information

\* Subsystem: Account Other:

\* Process Ratings: -SELECT-

\* Short Description:

\* Description:

Submit Clear

Figure 83: Feedback Window Comments

- e. Add comments to the comment section and click the **Submit** button to send your comments to the PPIRS-SR Program Manager
- f. Click **Clear** button to clear the comments entry box
- g. **Logout:** To exit the PPIRS-SR system, select **Logout** in the Navigation frame, this will return you to the PPIRS-SR login screen.

**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	<a href="http://www.usdoj.gov/foi a/privstat.htm">http://www.usdoj.gov/foi a/privstat.htm</a>
PPIRS-SR-SVD-1.0	Software Version Description for PPIRS-SR 1.0
PPIRS-SR-SUM Admin	Software Users Manual, Administrative Edition

**APPENDIX A : GLOSSARY**

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

**Acronyms and Abbreviations**

<b>ACRONYM/ ABBREVIATION</b>	<b>DEFINITION</b>
ABVS	Automated Best Value System
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	Past Performance Information Retrieval System Statistical Reporting
PQDRs	Deficiency Reporting Information System
SAM	System for Award Management

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

<b>TERM</b>	<b>Definition</b>
Contractor Access	View company information. View Contractor Summary Reports. View Contractor Detailed Reports. File a Challenge, if necessary. View the results of challenged reports.
Government Access	View and modify your account information. View PPIRS-SR Reports. Provide customer feedback.

### APPENDIX C : TROUBLESHOOTING HINTS AND TIPS

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

<b>Common PPIRS-SR Issues</b>		
<b>PROBLEM</b>	<b>DIAGNOSIS</b>	<b>POC</b>
Password problems	Caps Lock key active or incorrect password.	PPIRS-SR Administrator
Locked account	Possible password expiration or incorrect password entered.	PPIRS-SR Administrator
PPIRS-SR doesn't execute	Possible software or hardware changes to users PC.	Local IT personnel
PPIRS-SR 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 is denied.	A user's shop has changed. No current week available for the user.	PPIRS-SR Administrator Administrator may check the site's batch schedule.
PPIRS-SR is unavailable due to batch operations.	Possibility that PPIRS-SR batch jobs may be running.	PPIRS-SR 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**

<b>ITEM</b>	<b>DESCRIPTION</b>
<b><u>Main</u></b>	Returns the user to the PPIRS-SR Government Main Page.
<b><u>Logout</u></b>	Used to log out of the system.
<b><u>Modify Account</u></b>	Allows the user to view and update account information including changes in e-mail or mailing addresses.
<b><u>Solicitation Inquiry</u></b>	Allows users to view summary and detailed reports. Optionally the user may select to indicate which contractor received the award.
<b><u>Edit Existing Solicitation</u></b>	Allows users to enter Purchase Order or Solicitation Number to view the contractor's current and pending classifications.
<b><u>Solicitation History</u></b>	Allows users to look up the results of previous solicitation inquiries that were previously saved.
<b><u>Summary Report</u></b>	Allows users to enter CAGE Code(s) and FSC(s) to view the contractor's current and pending classifications.
<b><u>DoD Termination List</u></b>	Identifies any vendor that has been notified of "termination for cause" or "termination for default", regardless of contract dollar value.
<b><u>Feedback</u></b>	Allows users to provide a customer feedback rating of the information provided by PPIRS-SR for solicitation.

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