

# **SPRS**

## *Supplier Performance Risk System*

### INDUSTRIAL CAPABILITIES QUESTIONNAIRE-DD FORM 2737 Quick Entry Guide

INDUSTRIAL CAPABILITIES QUESTIONNAIRE  
DD FORM 2737  
QUICK ENTRY GUIDE  
VERSION 4.1



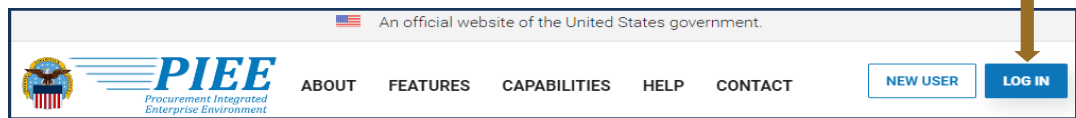
NSLC PORTSMOUTH BLDG. 153-2 PORTSMOUTH NAVAL SHIPYARD, PORTSMOUTH, NH 03804-5000

Approved for public release, distribution is unlimited

1. **PIEE Access:** Either a SPRS “Contractor/Vendor (Support Role)” or “SPRS Cyber Vendor User” role is required to enter Industrial Capabilities Questionnaire information. Step-by-step PIEE Access Instructions can be found here.  
<https://www.sprs.csd.disa.mil/access.htm>

2. **SPRS Application Access:**

- a. [PIEE](https://piee.eb.mil/) landing page: <https://piee.eb.mil/>
- b. Click “**log-in**” and follow prompted log-in steps



Screenshot Dtd 29 MAY 2025

- c. Select the **SPRS** Icon:



- d. Select **Industrial Base Surveys** from the menu:



3. **Industrial Capabilities Questionnaire:**

- 3.1 **Established Surveys:** Select in-process or submitted surveys from the dropdown and click **Continue** to view/edit/unlock an existing survey.

- 3.2 **New Survey:**

- A. Select DD2737 from **Survey** dropdown.
- B. Select highest level owner (HLO) from **HLO CAGE(s)** dropdown.
- C. Select subject CAGE from **Subsidiary CAGE(s)** and click **Create Survey**.

**NOTE:** The **Continue** button will be disabled if there are no established surveys and the **Create Survey** button will be disabled if an established survey exists.

**NOTE:** CAGE Hierarchy is imported from the System for Award Management (SAM). Contact the company's Electric Business Point of Contact (EBPOC) listed at SAM.gov to correct hierarchy inaccuracies. Updates typically flow to SPRS within 48 hours.

- 3.3 Enter Survey Details:** The four(4) survey sections are listed at the top of the page. Users may select any section to complete. Entries are saved automatically moving between sections.

#### INDUSTRIAL CAPABILITIES QUESTIONNAIRE

Facility Information

Business Profile

Manufactured Item

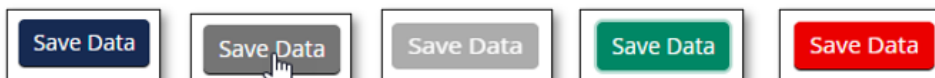
Production Surge

- 3.4 Base Year:** Select the year pertaining to the survey data. Survey defaults to the current year.

#### 3.5 Form Tools:



##### A. Color Guide for the Save Data button:


- Blue – starting color
- Dark gray – a change has occurred but has not been saved
- Light gray – a table is in edit mode and must be saved before the full page can be saved
- Green – the page has been saved
- Red – unable to save at this time due to connectivity error




- B. Static Data Tables:** Double click in the table space and enter value or use arrows to advance number. Some data fields have a maximum character length restriction and will outline in Red when exceeded.

##### C. Dynamic Data Tables: Click the **Add New** button to enter data

- Click the disk icon button to save 
- Click the arrow icon button to remove unsaved data 

c. Click the trashcan icon button to delete saved data 

d. Click the pencil icon button to edit saved data 

**D. Details and Definitions:** Click to view and hide helpful information.

► Details

► Definitions

**3.6 Section I - Facility Information** includes pre-populated data. Changes to this information must be made in SAM. Changes will flow to SPRS within 48hrs. Add missing data. Select Save Data button.

SECTION I - FACILITY INFORMATION

► Details Save Data

1. COMPANY OR U.S. GOVERNMENT DEPARTMENT/FACILITY

a. Site Name

b. Address (1) Street (2) City (3) State/Province (4) Zip Code (5) Country

c. Address (1) Mailing (2) City (3) State/Province (4) Zip Code (5) Country

If Mailing Address is Different please enter below

**3.7 Section II – Business Profile** includes five (5) sub-categories with static and dynamic data tables.

**3.8 Section III – Manufactured Item** includes nine (9) sub-categories to describe an item. Add items by clicking the **Add Item** button. Each item page is assigned a number in a stepper above the entry form. Click the number to view that item page. The number of the open item page is blue. Delete an Item by clicking the red **Remove Item** button.

SECTION III - MANUFACTURED ITEM

▼ Details

This section provides specific information on the manufactured items produced at the facility. Complete this section for each item produced at this facility.

Add and Delete Items as necessary

Add Item Remove Item Save Data

1 2 3 4 5 6 7 8

**3.9 Section IV – Production Surge** is the final section. It includes five (5) sub-categories and the **Submit this Survey as Complete** button. Click when the survey has been completed to the best of your ability. Submitted surveys will be shared with your Government Representative.

Submit this Survey as Complete

The Submit button will change to **Unlock Form** button. Click to change data. This will begin a new form with previous data pre-populated.

Unlock Form