SPRS

Supplier Performance Risk System

SPRS Software User's Guide for Awardees/Contractors

SPRS SOFTWARE USER'S GUIDE FOR AWARDEES/CONTRACTORS

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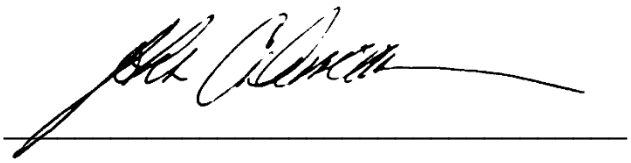
SPRS 4 Document Acceptance

The undersigned agree this Supplier Performance Risk System (SPRS) Software User's Guide for Awardees/Contractors accurately describes the SPRS and the activities surrounding its development.



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Record of Versions and Changes

Document Version #	Version Date	Detailed Description of Change
1	MAR 2007	Baseline document
2	MAR 2009	Updates for V1.0.00134
3	SEP 2009	Updates for V2.0.0
4	SEP 2012	Updates for V2.2.13
5	MAY 2013	Updates for V2.2.17
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10	DEC 2016	Updates for V3.2.3
11	JUL 2017	Updates for V3.2.5
12	OCT 2017	Updates for V3.2.6
13	JAN 2018	Updates for V3.2.7
14	OCT 2018	Updates for V3.2.8
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19	OCT 2020	Updates for V3.2.12
20	MAR 2021	Updates for V3.2.14
21	SEP 2021	Updates for V3.3
22	JUL 2023	Updates for V3.3.10
23	JUL 2024	Updates for V4.0
24	DEC 2024	Updates for V4.0.2
25	FEB 2025	Updates for V4.0.3
26	APR 2025	Updates for V4.0.4

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1. WHAT IS SPRS?

Supplier Performance Risk System (SPRS) is a web-enabled enterprise application accessed through the Procurement Integrated Enterprise Environment (PIEE**), *https://piee.eb.mil/***. SPRS (pronounced spurz) gathers, processes, and displays data about the performance of suppliers. SPRS is the Department of Defense's (DoD) single, authorized application to retrieve suppliers' performance information. (DoDI 5000.79)

SPRS alerts procurement specialists to Federal Supply Classification/Product Service Code (FSC/PSC) item-specific risks. SPRS's Supplier Risk Score provides procurement specialists with a composite score that considers each supplier's performance in the areas of product delivery and quality. The quality and delivery classifications identified for a supplier in SPRS may be used by the contracting officer to evaluate a supplier's performance. DFARS 204.76 "…provides policies and procedures for use of the Supplier Performance Risk System (SPRS) risk assessments in the evaluation of a quotation or offer."

SPRS provides storage and retrieval for the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 and the Cybersecurity Maturity Model Certification (CMMC) assessment results.

Suppliers/Vendors may view their own company information in SPRS.

1.1 DOCUMENT OVERVIEW

This software user's guide provides instructions and step-by-step procedures for SPRS functionality. It describes procedures for gaining access to SPRS, obtaining reports, providing feedback, and getting help. SPRS data is considered unclassified for contractors and vendors. Vendors can view, maintain, download and distribute their own data. The U.S. Government handles all SPRS data as Controlled Unclassified Information (CUI). A list of referenced links, glossary of acronyms, troubleshooting guide and other helpful appendices are available at the end of the document. Dissemination of this document is approved for public release with unlimited distribution. The content of all data files referenced within this are sensitive but unclassified; many are controlled by the Privacy Act of 1974.

For scoring information, refer to the SPRS Evaluation Criteria Manual located on the SPRS Reference Material page, ***https://www.sprs.csd.disa.mil/reference.htm*.**

For guidance on how SPRS risk analysis is used in the DoD acquisition process refer to the relevant agency, Contracting Officer or Contracting Specialist.

1.2 SPRS CENTRAL DESIGN ACTIVITY (CDA)

Naval Sea Logistics Center (NSLC) Portsmouth is the SPRS Central Design Activity that develops, designs, and maintains the SPRS application. The CDA will:

- Maintain SPRS software

- Maintain SPRS documentation
- Provide training and documentation to activity personnel
- Provide Customer Support Center to answer customer questions
- Respond to reported questions and/or problems in SPRS
- Provide technical expertise in SPRS application administration and processing
- Ensure SPRS databases contain up-to-date and accurate information

2. ACCESSING SPRS

This section discusses how to obtain access to the SPRS application and how to work within SPRS.

2.1 MINIMUM SOFTWARE REQUIREMENTS

SPRS fully supports the latest major desktop version of Chrome, Firefox, and Edge. Older browsers may still view SPRS, however users should expect mixed results. A "major version" refers to a full numeric release, like 9.0 and 10.0 (not minor releases like 9.2.x and 10.2.x). Accessing SPRS on an iOS device may also produce mixed results, desktop web browser is recommended to ensure no functionality impacts.

2.2 CONTRACTOR/VENDOR ACCESS TO SPRS

Detailed instructions are available at the ***Supplier/Vendor Access*** instructions link on the SPRS website Menu, located here: ***https://www.sprs.csd.disa.mil/access.htm***. Here is an overview with key points:

SPRS uses the Procurement Integrated Enterprise Environment (PIEE) platform for login verification and security. The user type when registering should always be 'Vendor'. PIEE requires each vendor/company to be registered in the System for Award Management (SAM) ***www.sam.gov***, and have at least one PIEE Contractor Administrator (CAM) to control user access for the company.

The CAM is the Electronic Business point of contact (EBPOC) for the company listed in SAM or a designee. CAMs request the 'Administrator User' role in PIEE. Once the CAM has received access, they can then grant access to other company users and request additional roles for themselves. If there is only one CAM, when applying to SPRS will automatically be granted access as a SPRS user. Otherwise, an additional CAM will need to approve user access to SPRS.

To identify the CAM registered for the company, select the "Find my Account Administrator" button on the PIEE login page.

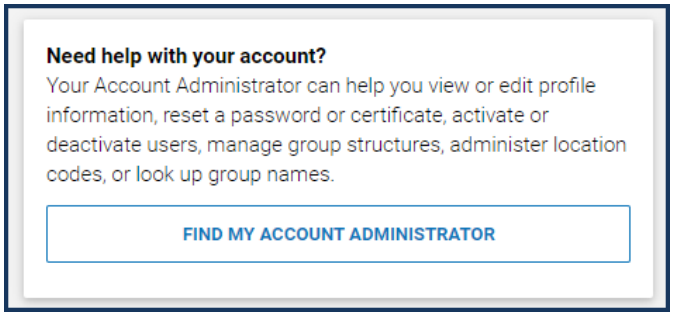


Figure 1: Finding Account Administrator in PIEE

PIEE will not allow the user requesting a role to proceed without a CAM beyond step (5), Roles. An error message will identify the eligible EBPOC(s) registered

in SAM if one exists.

For more information about creating an account for the first time in PIEE refer to their "Vendors - Getting Started Help" page.
https://piee.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml

Complete PIEE General Steps.

SPRS Access - PIEE Registration for SPRS:

1. Select SPRS from dropdown application list
2. Select the Role:
    a. **Contractor/Vendor (Support Role)** - allows the user to monitor company performance data, CAGE Hierarchy, and view the CMMC and NIST SP 800-171 Assessment results data.
    b. **SPRS Cyber Vendor User** - allows the user to add, edit, and affirm their CMMC/NIST SP 800-171 Assessment results data and monitor CAGE hierarchy.
3. Click "+Add Roles" button
4. Enter Location Code/CAGE (Commercial and Government Entity code) for the company.

Repeat Steps 1-4 to select multiple Roles or multiple CAGEs before moving on to complete the registration. Access to one CAGE in a CAGE hierarchy will provide access to all CAGEs in that hierarchy with the SPRS Cyber Vendor User role.

User role requests must be activated by the CAM to allow access to SPRS.

NOTE: *If there is only one CAM, and that CAM is requesting a role, the CAM will require PIEE to activate any role request(s).*

2.3 ACCESSING SPRS

Once access has been granted via the single sign-on capability in PIEE, access to SPRS is available.

To Access SPRS:

- Open a browser session
- PIEE landing page: ***https://piee.eb.mil***
- Click "log-in" and follow prompted log-in steps

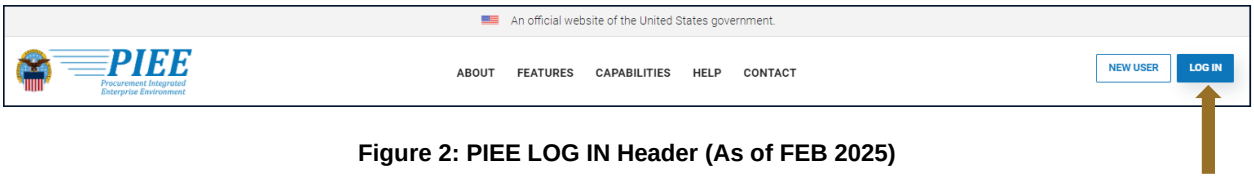


Figure 2: PIEE LOG IN Header (As of FEB 2025)

Select the SPRS Tile:

Figure 3: SPRS Tile

3. SPRS USER ROLES

Two (2) basic user types may access SPRS, Vendor and Government. This section describes the Vendor User type roles. An overview of the roles and application access for each is contained in **Appendix A: SPRS USER ROLES**.

3.1 CONTRACTOR/VENDOR (SUPPORT ROLE):

- View company reports (including Cyber Reports)
- View CAGE Hierarchy Report
- Process Challenges

3.2 SPRS CYBER VENDOR USER:

- Add/Edit/View Cyber Reports Assessment results
- View CAGE Hierarchy Report
- Affirm CMMC Assessments

4. WORKING IN SPRS

SPRS Application Landing Page:

- SPRS uses two work areas: the menu, and the working window. Selecting a menu item will populate the working window. On the SPRS landing screen there is an additional area, user news, available at login and by clicking Home in the toolbar - this area is updated with each publish
- For security purposes, the system will log out users that have been inactive for longer than 15 minutes. A three (3) minute warning will appear to prompt user to continue working within SPRS/PIEE.

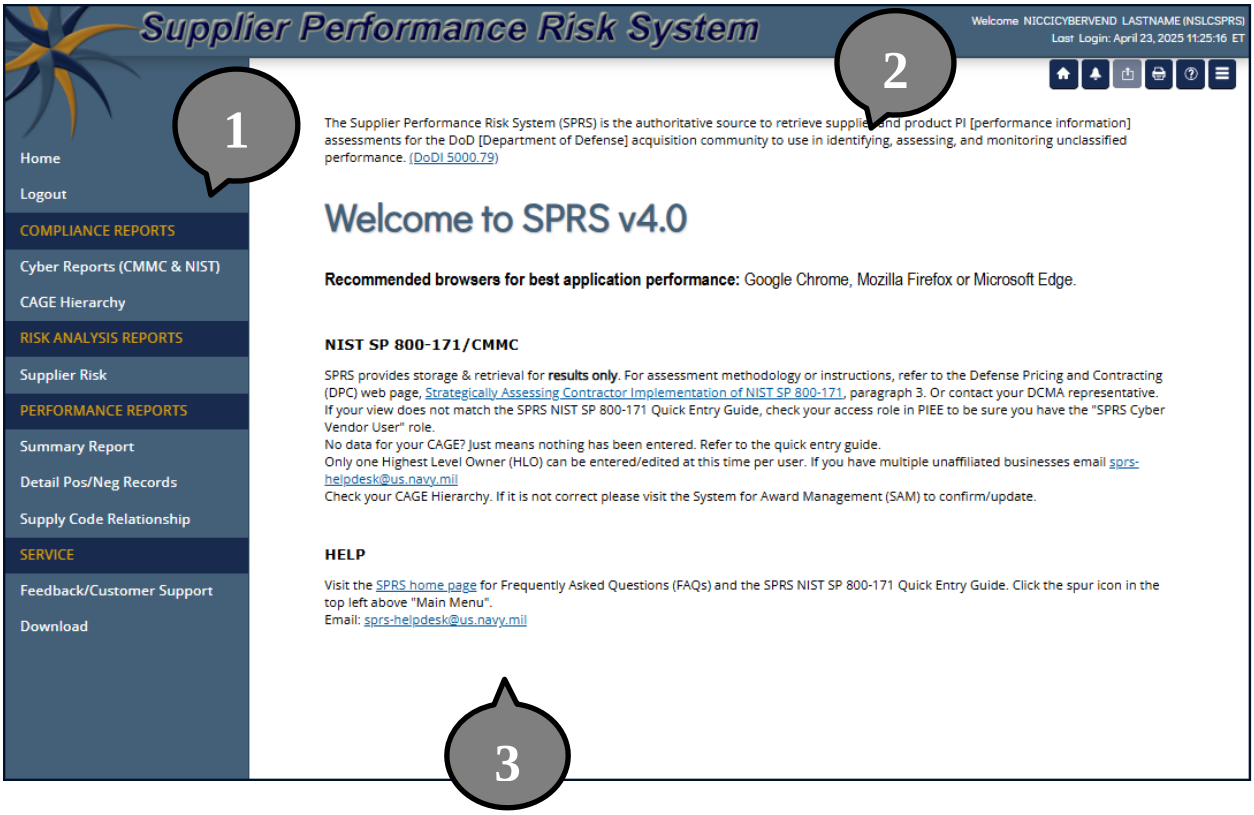


Figure 4: Working Areas in SPRS (SPRS Application Landing Page) with Menu and Expiration window

NOTE: *SPRS menu items, buttons, and controls within SPRS work areas are used to navigate the application. It is recommended not to use the Back or Forward in the browser toolbar.*

4.1 NAVIGATING IN SPRS

The Menu, grouped in sections, allows the following actions:

-  – Click to open the SPRS web page for general information including training and reference materials

- **Home** – Click to return to the SPRS application landing screen
- **Logout** – Click to log out of the SPRS application (not PIEE)
- **Compliance Reports** – Click any link to review SPRS reports
- **Risk Analysis Reports** – Click any link to review SPRS reports
- **Performance Reports** – Click any link to review SPRS reports
- **Service** – Click Feedback/Customer Support to submit feedback
- **Information button** – Click for additional definitions and information

Breadcrumbs are located at the top of the screen and shows the path a user has taken to arrive at the current page. Click on the different reports/CAGEs in the Breadcrumb a user can return to that report or the respective landing screen.

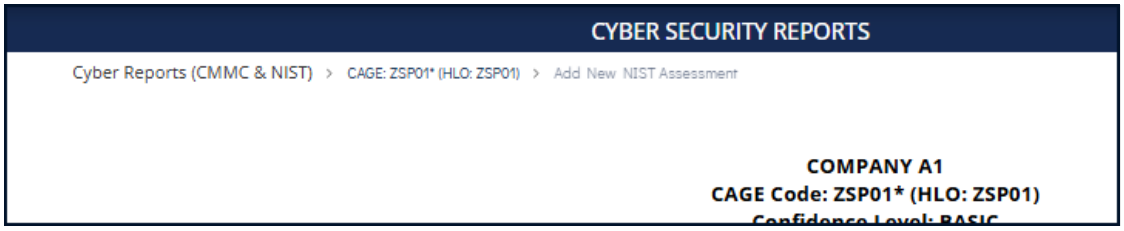


Figure 5: Breadcrumbs example

NOTE: *Help Desk email is at the bottom of every page.*

4.2 TOOLBAR IN SPRS

The Toolbar is an icon-based list located in the upper right hand side of the header. It includes quick links, export, and print functions as described below:

- **Home** – Click to return to the SPRS application landing screen
- **Feedback** – Click to go to Feedback module, icon will reflect if there is a response waiting for review
- **Export** – Click to Export to Excel the current report to the Download module on the Menu
- **Print** – Click to print or save as PDF information on the current screen
- **Information** – Click to open a tab to the SPRS main website
- **Menu** – Click to hide the left-hand menu or to have it reappear

5. COMPLIANCE REPORTS

Compliance Reports allow users to review SPRS information. This module contains information required by the Defense Federal Acquisition Regulation Supplement, DFARS 252.204.

5.1 CYBER REPORTS (CMMC & NIST)

The Cyber Reports module allows Vendors access to their CMMC and NIST SP 800-171 Assessments. Depending on access level, the Cyber Reports module enables vendors to view and/or maintain implementation of CMMC Level 1, CMMC Level 2, CMMC Level 3, and NIST SP 800-171.

There are two roles that provide access to this module:

- **Contractor Vendor (Support Role)** – view-only CMMC and NIST SP 800-171 Assessments for the CAGE authorized in PIEE and any CAGE(s) below (subsidiaries).
- **SPRS Cyber Vendor User** – a privileged role required to add, edit, and affirm Basic NIST SP 800-171 and CMMC assessment records for the CAGE authorized in PIEE, and any that share the same hierarchy (HLO).

Guidance for obtaining Contractor Vendor or SPRS Cyber Vendor User role Access, found here: ***https://www.sprs.csd.disa.mil/access.htm***

To access CMMC and NIST SP 800-171 Assessments:
Select the **Cyber Reports (CMMC & NIST)** from the menu.

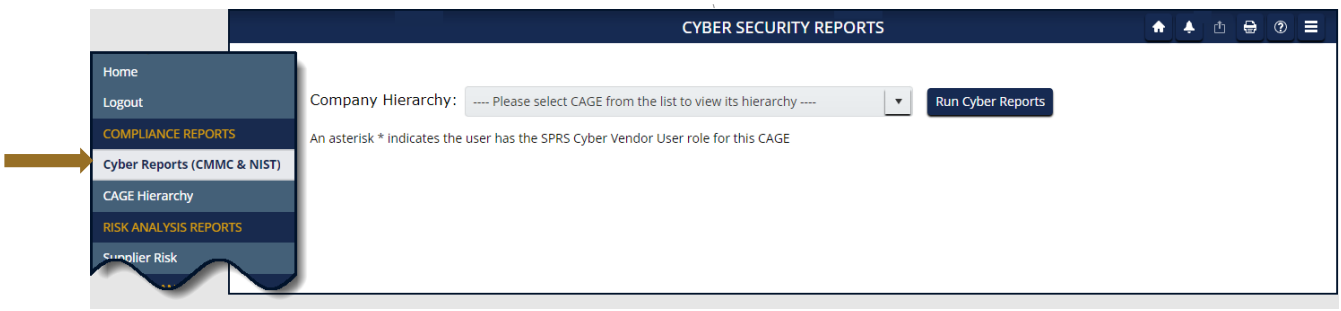


Figure 6: Cyber Reports Landing Page

Select the desired CAGE and hierarchy combination from the dropdown and click the **Run Cyber Reports** button. The first CAGE displayed is the CAGE that is associated with the user's PIEE profile. The CAGE in parenthesis is the Highest Level Owner (HLO), the hierarchy, reported to SPRS for that CAGE.

An asterisk * indicates the user has the SPRS Cyber Vendor User role (access to add/edit) for this CAGE/Hierarchy.

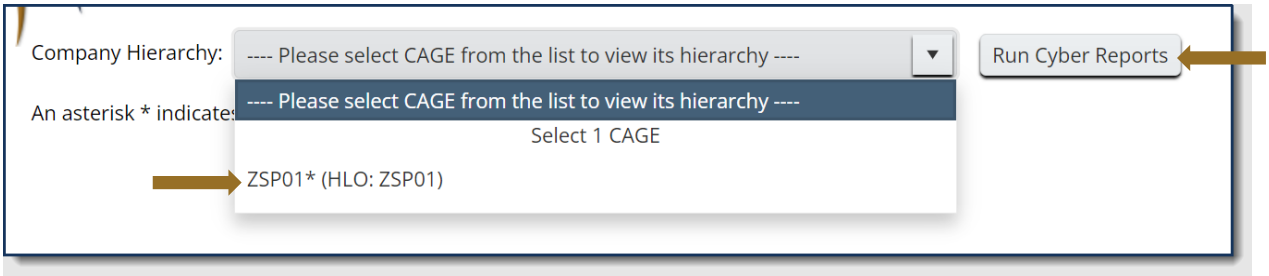


Figure 7: Cyber Reports Company Hierarchy Selection

The Company name and CAGE code selected from the dropdown will be listed at the top of the report page.

The report is divided by tabs: Company Hierarchy, Overview, NIST SP 800-171 Assessments, CMMC Assessments, Criteria Search, and Guidance.

The **Company Hierarchy** tab displays the company's complete hierarchy. SPRS imports CAGE hierarchy data from SAM via CAGE DLA. If the Corporate CAGE hierarchy is not accurate, contact the Electric Business Point of Contact (EBPOC) for the CAGE listed at ***https://sam.gov*** to request correction. CAGE hierarchy information flows from SAM to SPRS.

***NOTE*:** *If a CAGE is missing from the hierarchy, contact the Electric Business Point of Contact (EBPOC) listed in the SAM registration for the CAGE at the website listed here: https://sam.gov/content/home.*

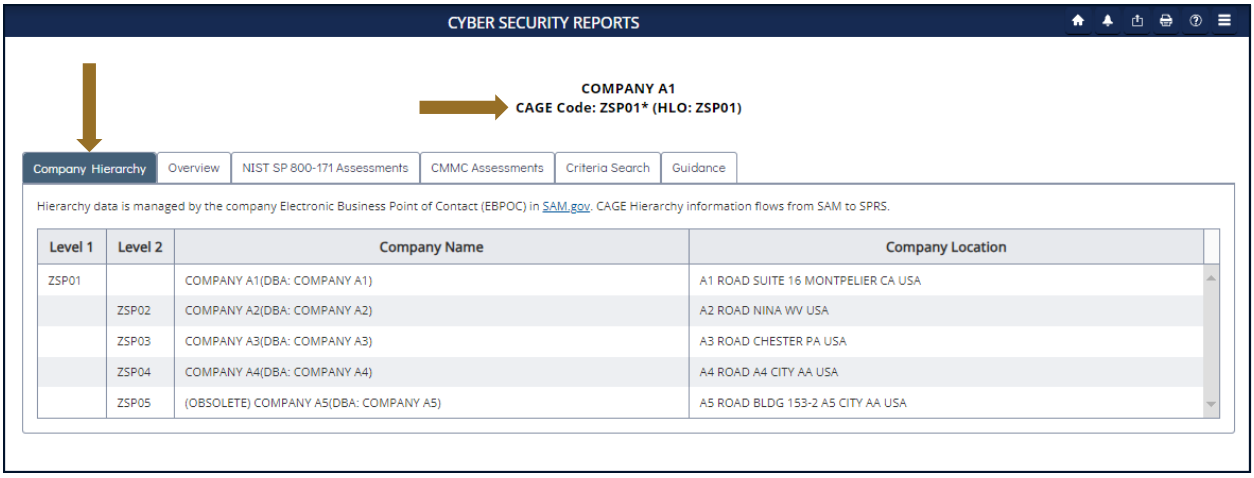


Figure 8: Cyber Reports Company Hierarchy Tab

The **Overview** tab displays the CAGE(s), within the hierarchy, that have assessments. Only CAGE(s) that have assessments, and that the user has access to view, will show within this tab. The linked number indicates how

many assessments for that CAGE and confidence level combination exist that are less than three (3) years old from the logged assessment date. A bracketed zero [0] indicates that all associated assessment(s) are more than three (3) years from logged assessment date.

- **NIST:** Assessment totals only consider assessments less than three (3) years from the logged Assessment Date.
  A [0] indicates that all associated assessment(s) are more than three (3) years from the logged Assessment Date.
- **CMMC:** Assessment totals only consider affirmed assessments that are not expired and not retracted.
  A [0] indicates that all assessment(s), with an assigned UID, are expired, retracted, or pending affirmation.

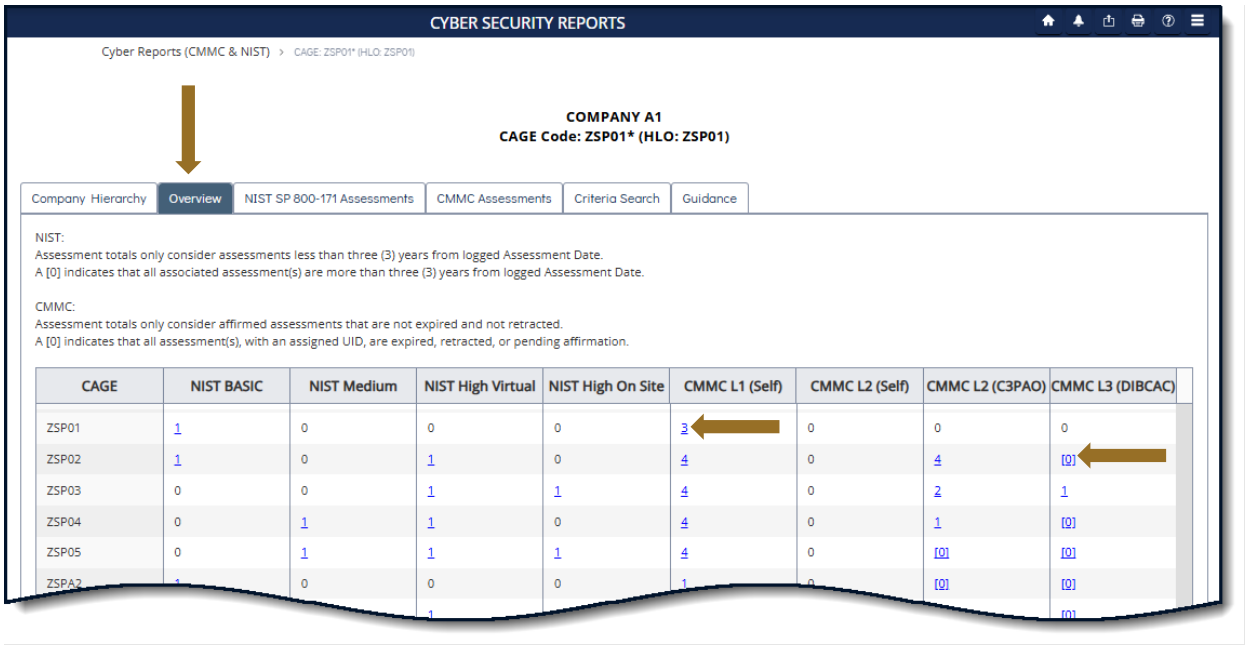


Figure 9: Cyber Reports Overview Tab

Clicking on the linked number/bracketed zero will bring the user to the **Criteria Search** tab with that CAGE pre-populated in the search criteria, the related confidence level tab opened, the search executed, and results listed below.

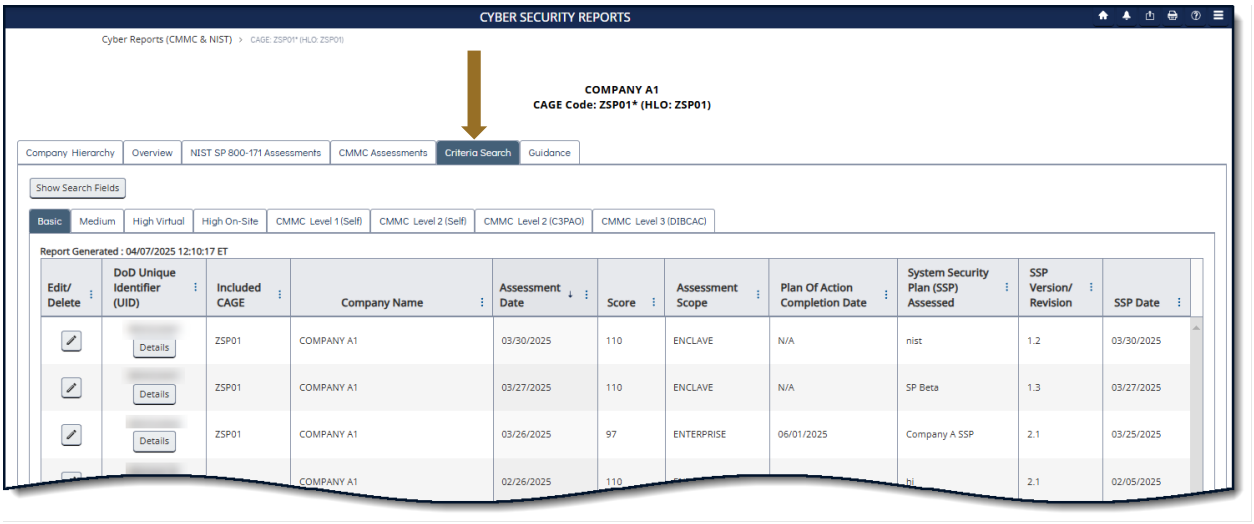


Figure 10: Cyber Reports Criteria Search Tab from Overview

The **NIST SP 800-171 Assessments** tab displays logged assessment summary results. If the user has a SPRS Cyber Vendor User role, they will have an **Add New NIST Assessment** button as well as an **Edit/Delete** column with pencil icons. Users with Contractor Vendor (view-only) will not see those items.

There are 4 tabs within the **NIST SP 800-171 Assessments** tab. These are the assessment confidence levels. NIST SP 800-171 assessment results fall into four (4) confidence level categories. Select each tab to view the logged assessments for the related confidence level:

- High On-site (conducted by DoD)
- High Virtual (conducted by DoD)
- Medium (reviewed by DoD)
- Basic (Contractor self-assessments)

The Basic Confidence Level is the only assessment that can be maintained (add/edit/delete) by vendors.

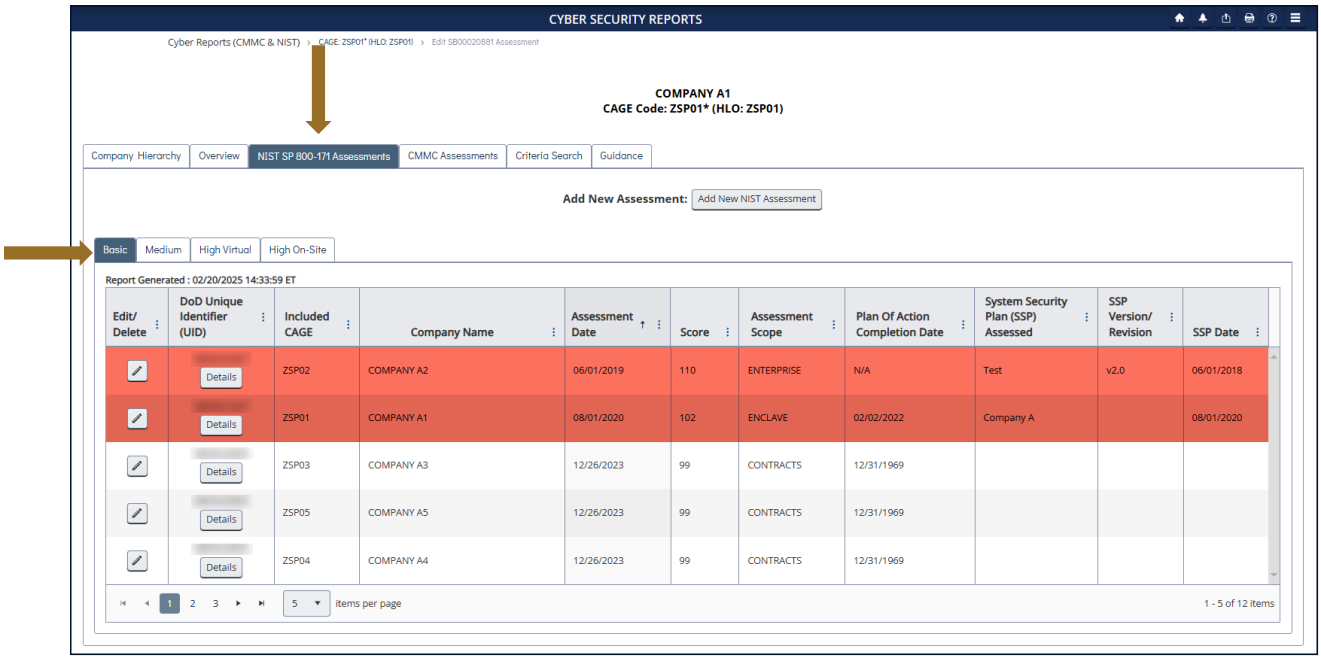


Figure 11: Cyber Reports NIST SP 800-171 Assessments Tab

NIST SP 800-171 Assessment Summary results include the following information:

- **DoD Unique Identifier (UID)** – a 10-digit alphanumeric identifier automatically assigned to each newly saved assessment. The first two letters delineate the confidence level of the assessment. Basic, Medium, and High confidence levels start with SB, SM, SH respectively.
- **Included CAGE** – Indicates that CAGE is included in the assessment and considered assessed.
- **Company Name** – Company Name as defined by CAGE DLA.
- **Assessment Date** – The date of the most recent assessment conducted.
- **Score** – The Score of the assessment conducted.
- **Assessment Scope** – There are three selections for scope:
  - Enterprise – Entire Company's network under the CAGEs listed
  - Enclave – Standalone under Enterprise CAGE as business unit (test enclave, hosted resources, etc.)
  - Contract – Contract specific SSP review
- **Plan of Action Completion Date** – Estimated date that all identified deficiencies will be resolved.
- **System Security Plan (SSP) Assessed** – The name of the System Security Plan that was assessed.
- **SSP Version/Revision** – The version of the System Security Plan that was assessed.
- **SSP Date** – The Date of the System Security Plan assessed.
- **Assessing CAGE or DoDAAC** – Exclusive to Medium and High Confidence Level assessments. The CAGE or DoDAAC of the assessor.

- **DFARS 252.204-7012 Compliance** – Exclusive to High On-Site Confidence Level assessment. If "Yes", it indicates that the DFARS 252.204-7012 clause requirements are met. If "No", contact the assessing DoDAAC for details.

Selecting the **Details** button opens a pop-up that contains a print friendly display of all information associated with that Unique Identifier (UID). To download select **Save As PDF.**

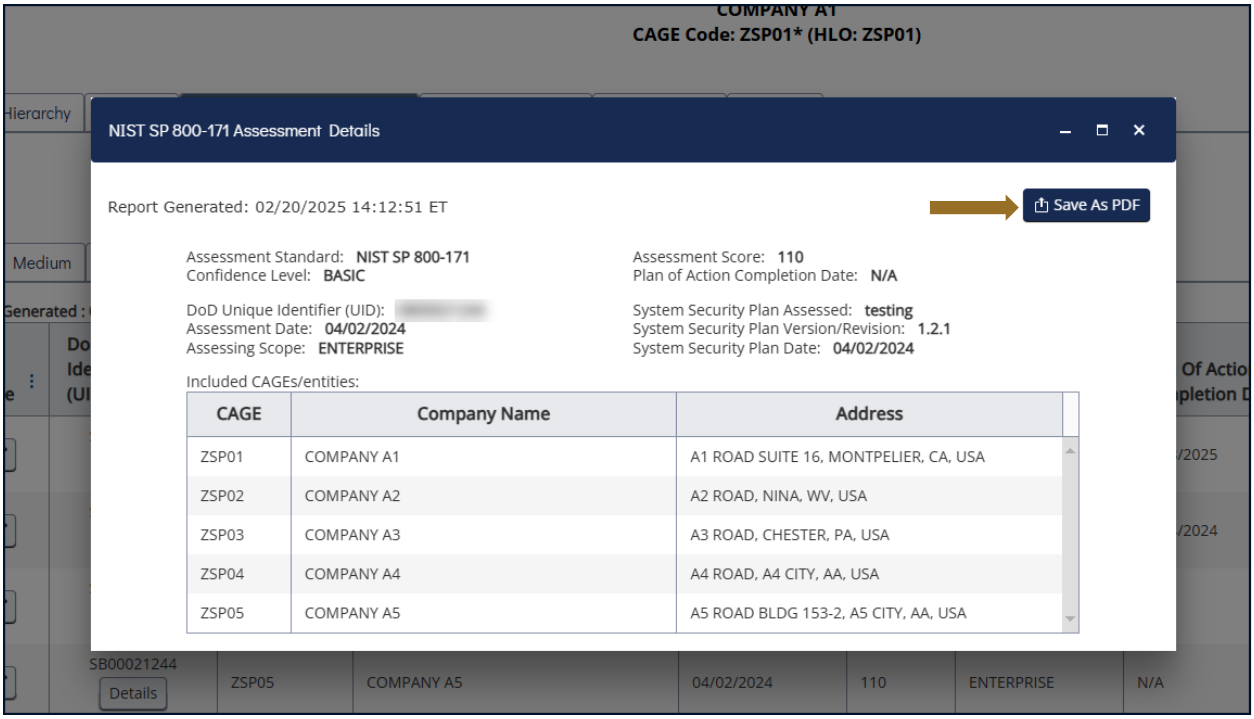


Figure 12: Cyber Reports NIST SP 800-171 Assessments Details Pop-up

Assessments results turn red when the assessment date expands beyond three (3) years.

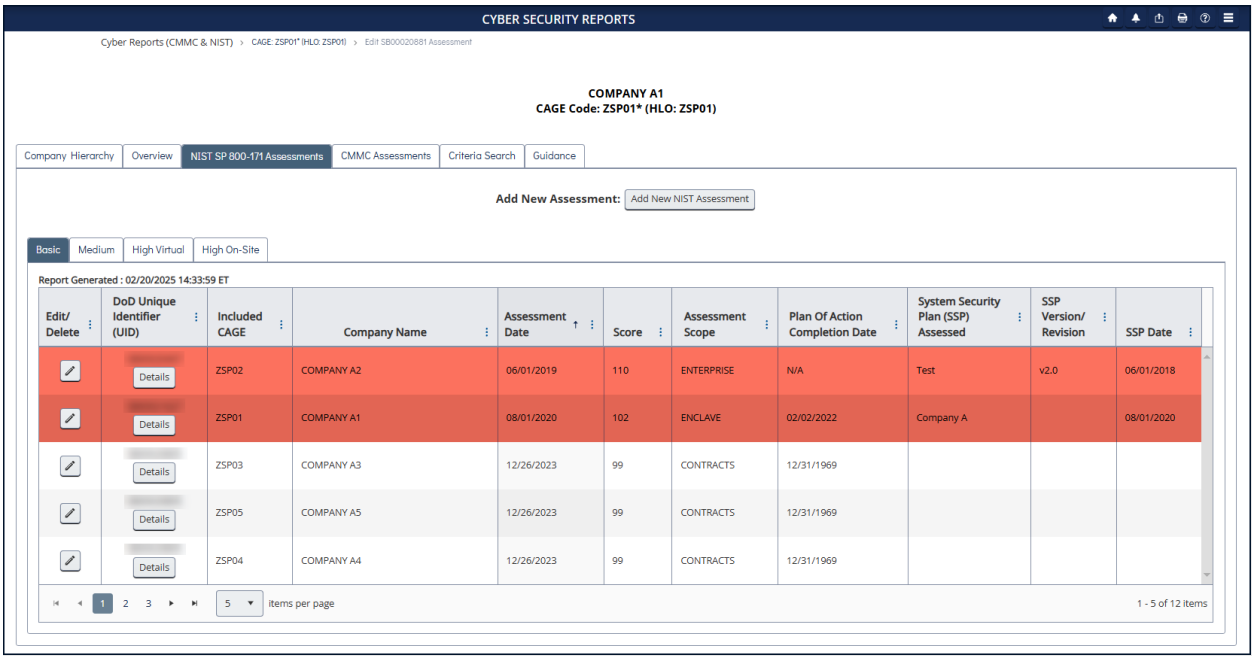


Figure 13: Cyber Reports NIST SP 800-171 Red Assessment

Sort and filter columns to search for specific data by using the three-vertical dots and selecting various methods of sorting. The **Clear** button will reset all selected filters.

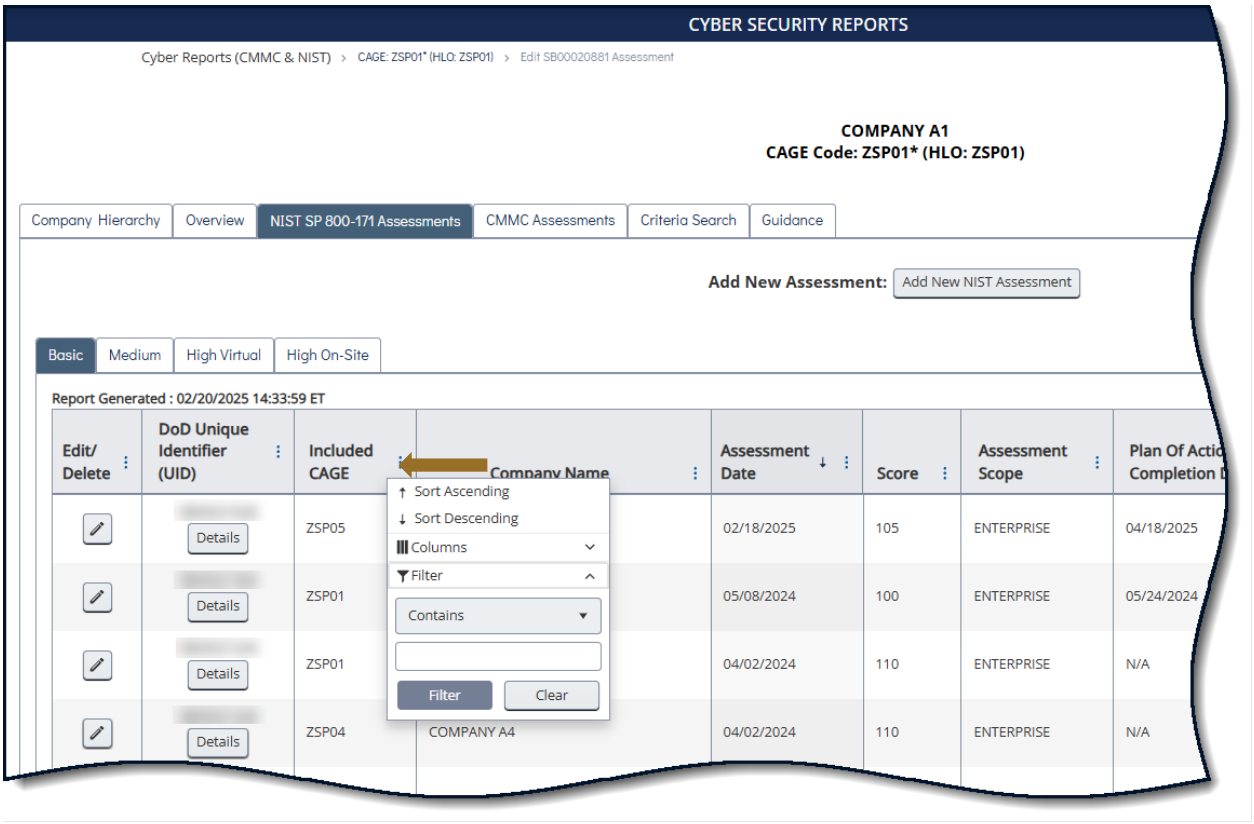


Figure 14: Cyber Reports Column Sorting and Filtering

To add an assessment, users must have the SPRS Cyber Vendor User role.

Select the **Add New NIST Assessment** button, enter the required information, and select **Save**.

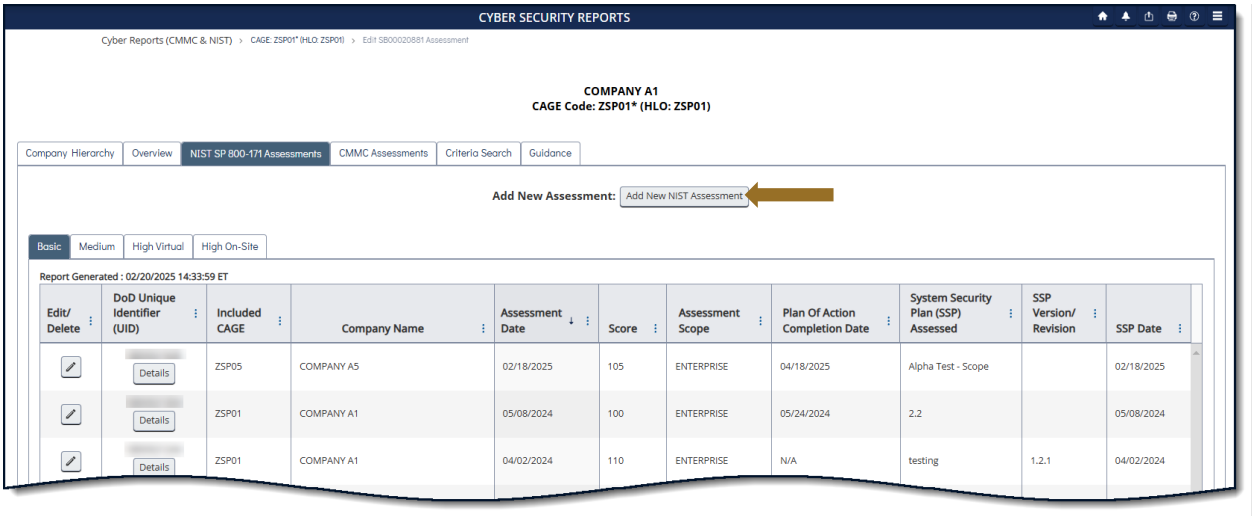


Figure 15: Cyber Reports NIST SP 800-171 Add New Assessment Button

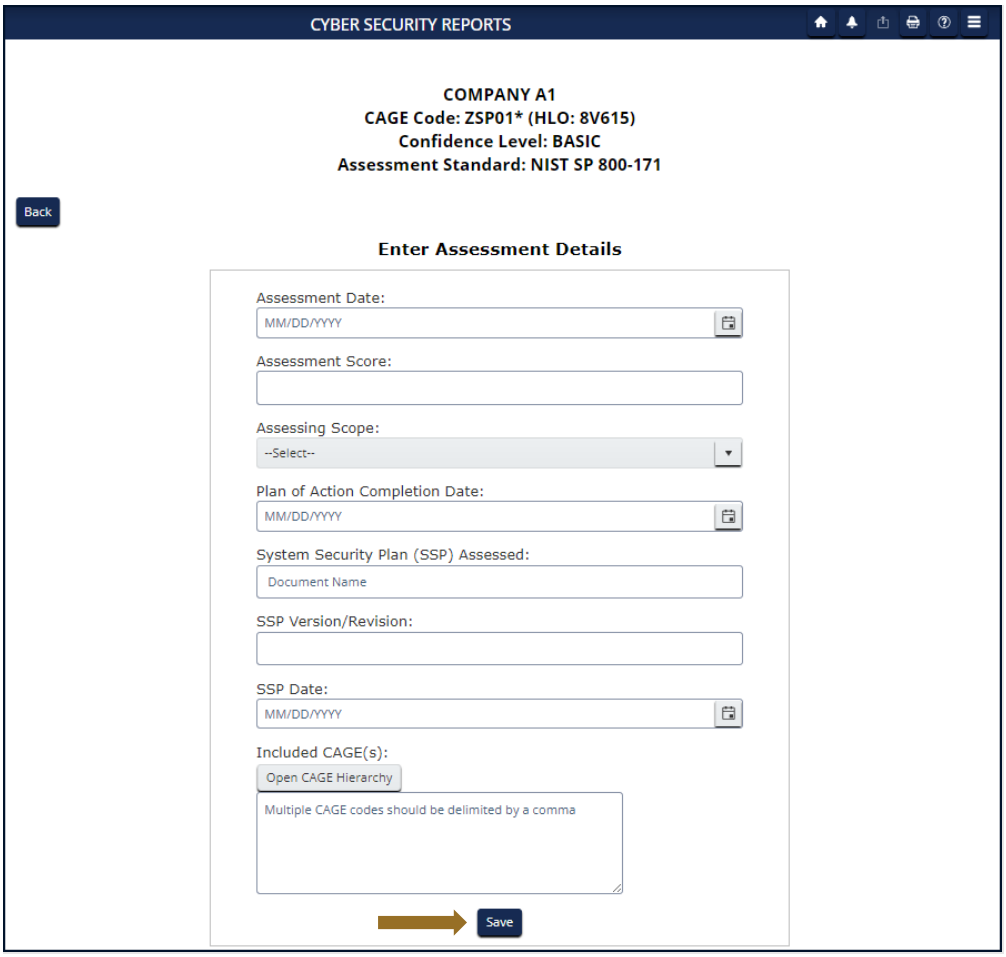


Figure 16: Cyber Reports NIST SP 800-171 Enter Assessment Details

The **Open CAGE Hierarchy** button opens the CAGE tree, allowing users to select which CAGEs are included/assessed CAGEs. Users can also copy and paste a comma-delimited list of CAGEs into the CAGE text box provided.

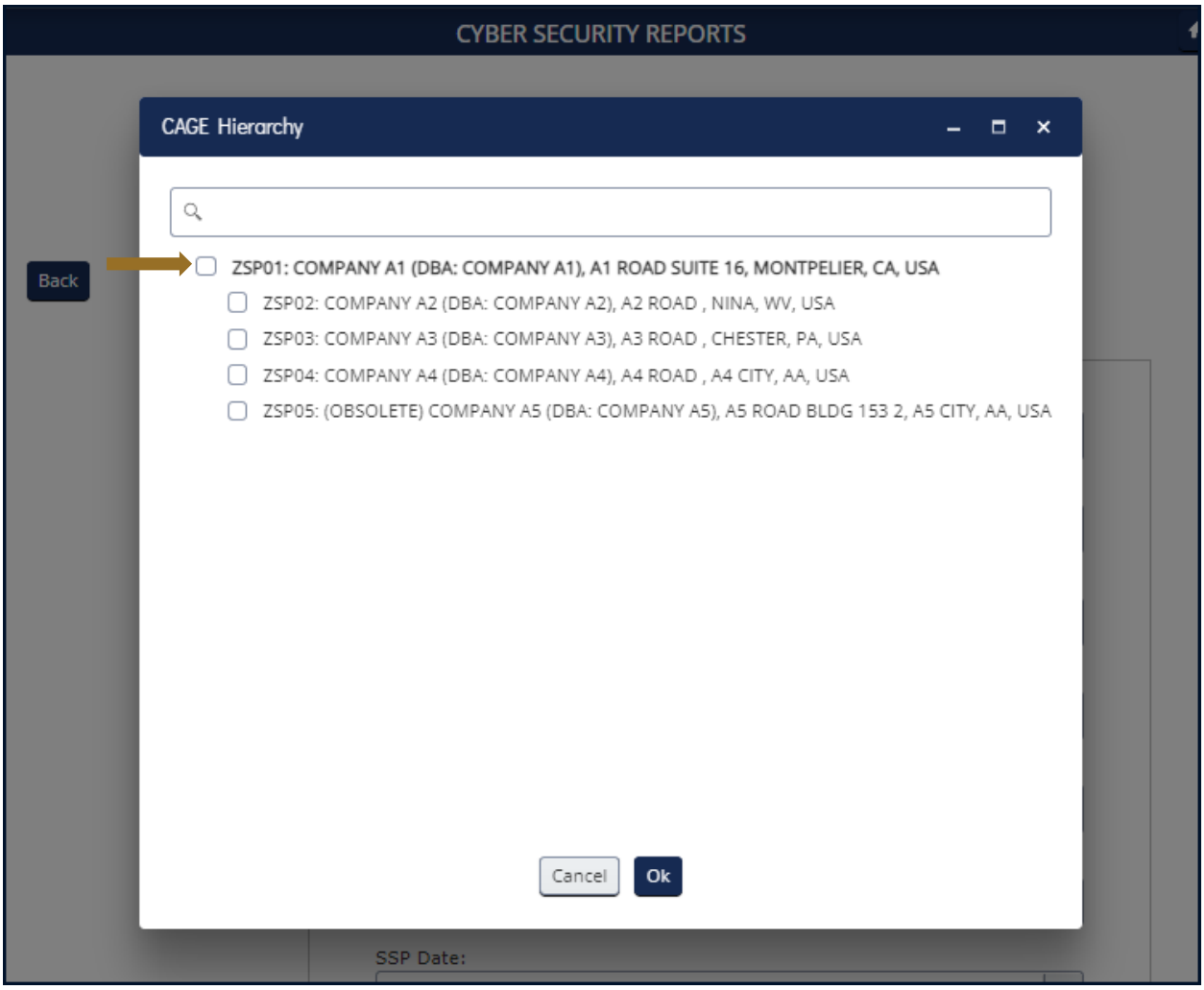


Figure 17: Cyber Reports NIST SP 800-171 Enter Assessment Details Open CAGE Hierarchy

Assessment results entered will populate the entry fields. To revise or update the assessment information, update the information within the fields and select the **Update** button. Select the **Back** button to go back.

The **Edit/Delete** pencil icon will also bring the user to the Enter Assessment Details screen with the details populated. To edit, update the information within the fields and select the **Update** button.

To add additional assessments, select the **Clear and Add Additional Assessment(s)** button**.** This will clear the fields and allow users to enter additional assessments. Clearing the fields does not delete the previously entered assessment.

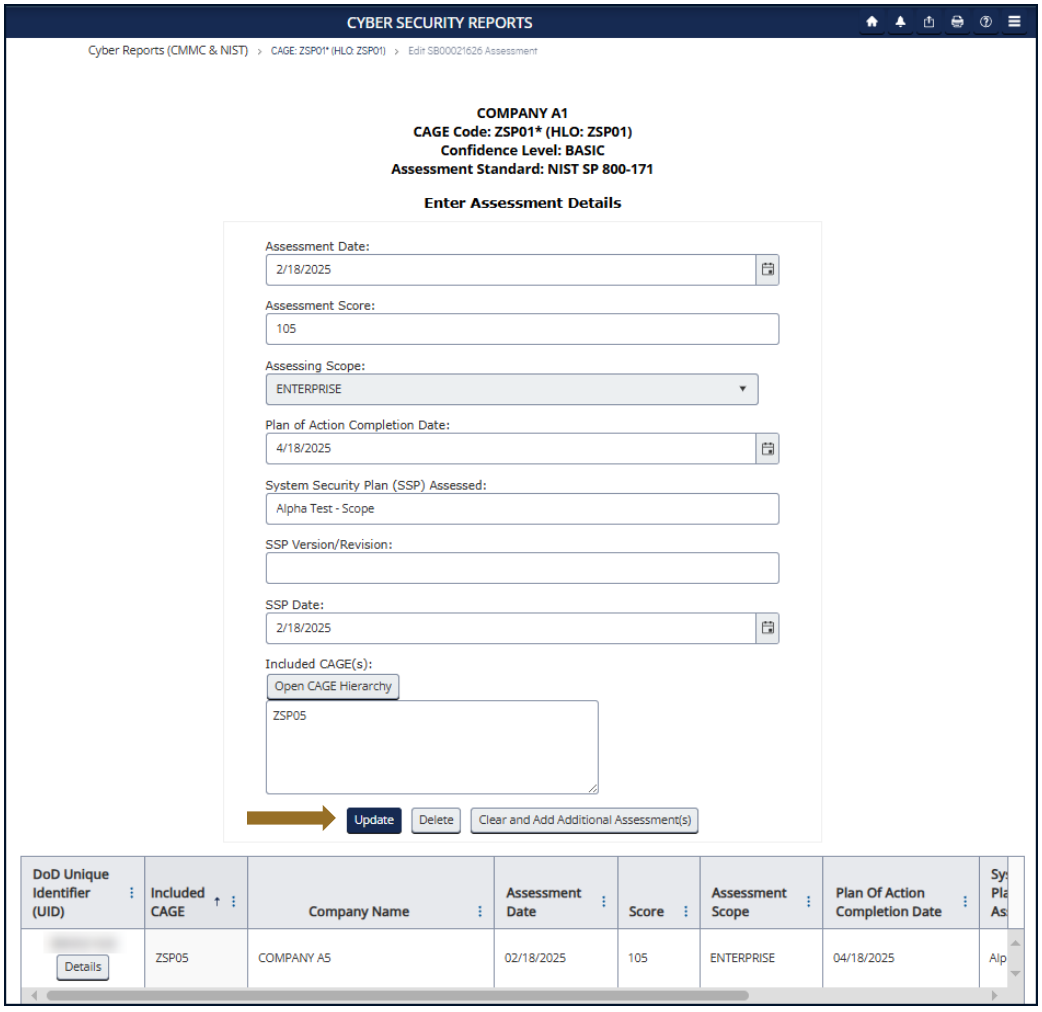


Figure 18: Cyber Reports NIST SP 800-171 Enter Assessment Details Add Update Delete

To delete an assessment, select the **Delete** button. This will open a pop-up of the complete assessment details with a warning to confirm deletion. Deleting the assessment will delete it for all Included CAGEs. Select **Confirm Delete** to delete.

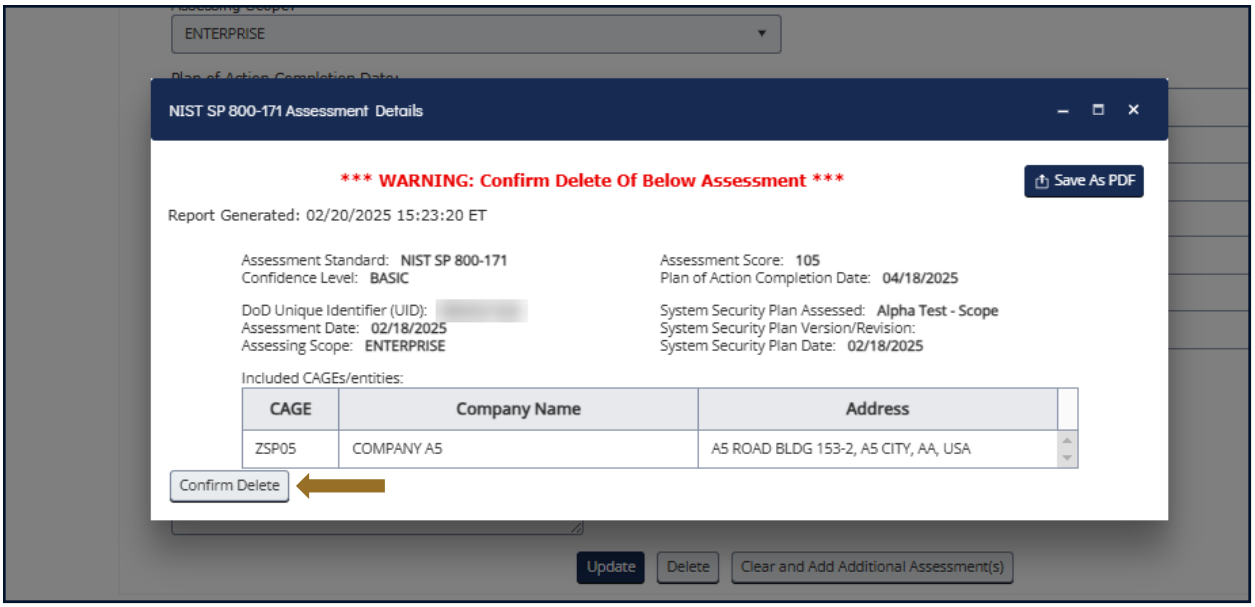


Figure 19: Cyber Reports NIST SPT 800-171 Confirm Delete

The **NIST SP 800-171 Quick Entry Guide** provides summary level instructions on entering and editing summary assessment results. These instructions are located on the SPRS web page:
https://www.sprs.csd.disa.mil/pdf/NISTSP800-171QuickEntryGuide.pdf

The **CMMC Assessments** tab displays logged assessments.

Click on the Acknowledge button after reviewing the statement in the pop-up.

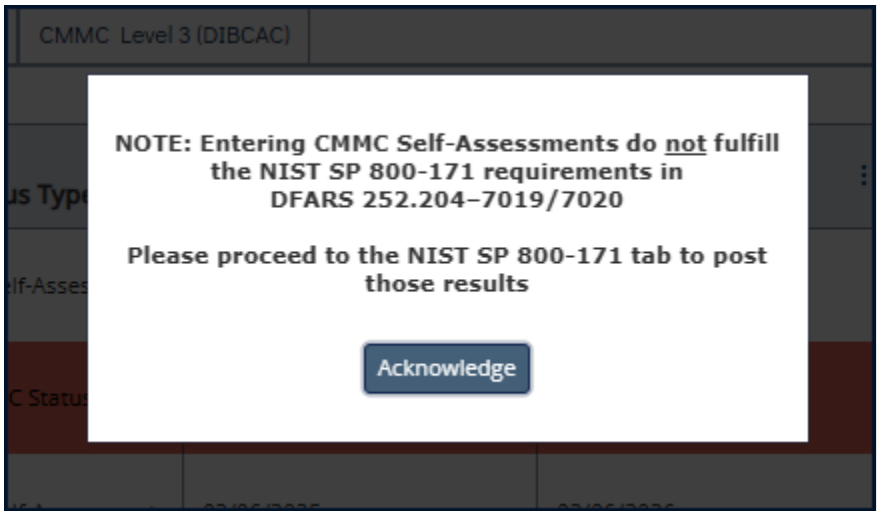


Figure 20: CMMC Acknowledge screen

Tabs in the summary area identify the CMMC Levels for viewing. If the user has a SPRS Cyber Vendor User role, they will have visibility of an **Add New CMMC Level 1/Level 2 Self-Assessment** buttons. As well as Edit (pencil icon),Cancel/Delete ("x"/trashcan icon), and Affirm functions for specific CMMC Status Types.

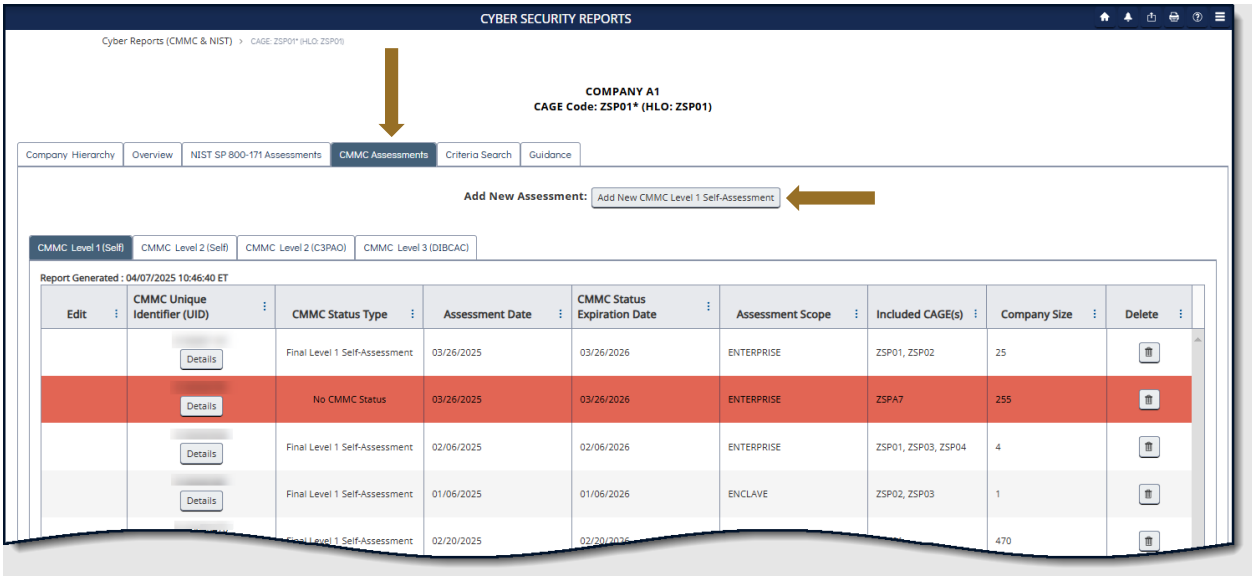


Figure 21: Cyber Reports CMMC Assessment Tab

CMMC Level 1 (Self) Summary results include the following information:

- **CMMC Unique Identifier (UID) –** a 10-digit alphanumeric identifier automatically assigned to each newly saved assessment. The first two letters delineate the CMMC Status Type. Level 1 and Level 2 Self-Assessments have prefix S1 and S2 respectively. Level 2 and Level 3 Assessments will observe prefix L2 and L3.
- **CMMC Status Type** – The status of the Assessment. Incomplete and Pending Affirmation Status Types will not be visible to government personnel.
  - Incomplete
  - Pending Affirmation – Indicates that a record has been completed but is waiting for the AO to affirm
  - Final Level 1 Self-Assessment – Indicates the assessment met requirements
  - No CMMC Status – Indicates the assessment was completed but "No" was identified under the question "Are you compliant with each of the security requirements specified in FAR clause 52.204-21?"
  - No CMMC Status (Expired Assessment) – Indicates the assessment has expired
- **Assessment Date** – The date the assessment was conducted

- **CMMC Status Expiration Date** – The assessment expiration date; a Level 1 self-assessment is considered valid for one year from Assessment Date
- **Assessment Scope** – There are two selections for scope:
  - Enterprise – an organization with a defined mission/goal and a defined boundary, using information systems to execute that mission, and with responsibility for managing its own risks and performance
  - Enclave – a set of system resources that operate in the same security domain and that share the protection of a single common continuous security perimeter (NIST)
- **Included CAGE** – List of all CAGE Codes included in the assessment scope
- **Company Size** – Total of employees at all locations of the organization

Selecting the **Details** button opens a pop-up that contains a print friendly display of all information associated with that Unique Identifier (UID). To download select **Save As PDF.**

Figure 22: Cyber Reports CMMC Level 1 Self-Assessments Details Pop-up

A Level 1 Self-Assessment will automatically become "No CMMC Status (Expired Assessment)" after one year, and turn red. It will continue to be visible to Government personnel.

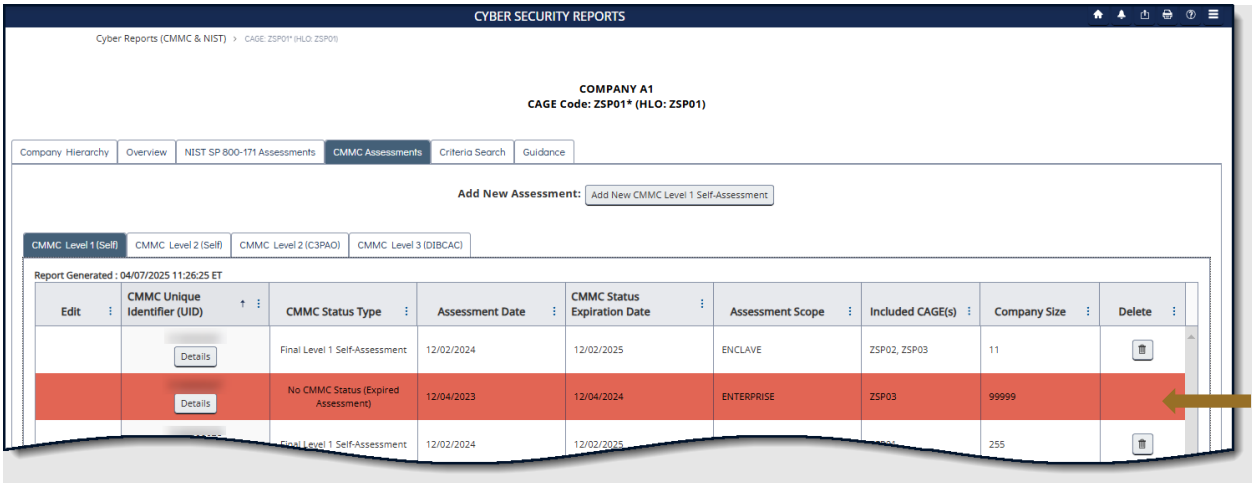


Figure 23: Cyber Reports CMMC Level 1 Red Expired Assessment

Sort and filter columns to search for specific data by using the three-vertical dots and selecting various methods of sorting.

Figure 24: Cyber Reports CMMC Column Sorting and Filtering

To add an assessment, users must have the SPRS Cyber Vendor User role.

Select the **Add New CMMC Level 1 Self-Assessment** button, enter the required information, and select **Save**.

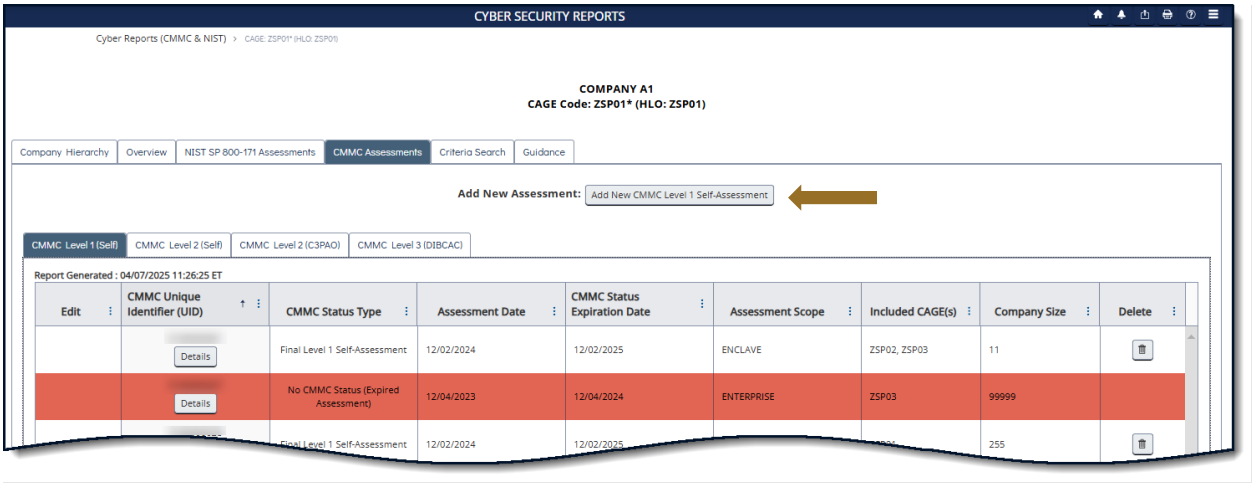


Figure 25: Cyber Reports Add New CMMC Level 1 Self-Assessment Button

The **Open CAGE Hierarchy** button opens the CAGE tree, allowing users to select which CAGEs are included/assessed CAGEs. Users can also copy and paste a comma-delimited list of CAGEs into the CAGE text box provided.

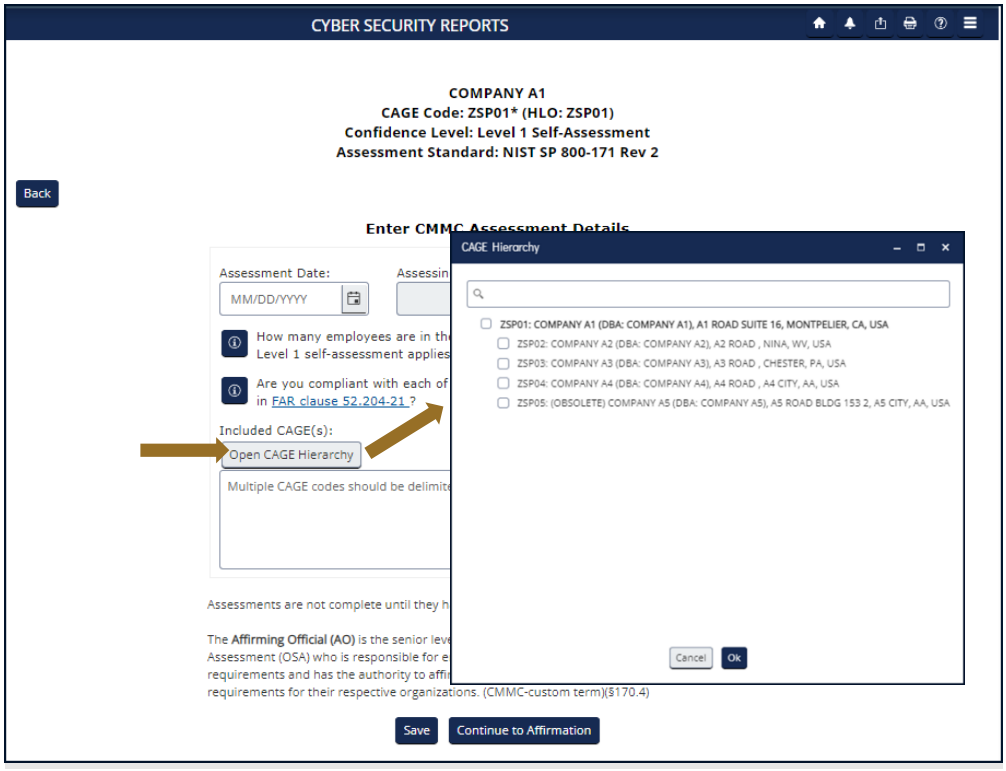


Figure 26: Cyber Reports CMMC CAGE Hierarchy

Questions related to technical interpretation of these CMMC Level 1 supplemental guidance documents may be directed to the email listed here: **osd.pentagon.dod-cio.mbx.cmmc-inquiries@mail.mil** Do not submit questions requesting interpretation or modification of NIST source documents, which are outside the CMMC Program's purview.

Each assessment requires affirmation by a company's Affirming Official (AO). As defined in 32 CFR 170.4, the AO is the senior level representative from within each Organization Seeking Assessment (OSA) who is responsible for ensuring the OSA's compliance with the CMMC Program requirements and has the authority to affirm the OSA's continuing compliance with the security requirements for their respective organization. (CMMC-custom term 170.4)

Assessments can be saved without completing and edited or affirmed at a later date. Click the Save button to return to the report grid. These assessments will be identified as Incomplete in the CMMC Status Type column and will not be assigned a CMMC UID.

Once the assessment detail information is completed, select **Continue to Affirmation**.

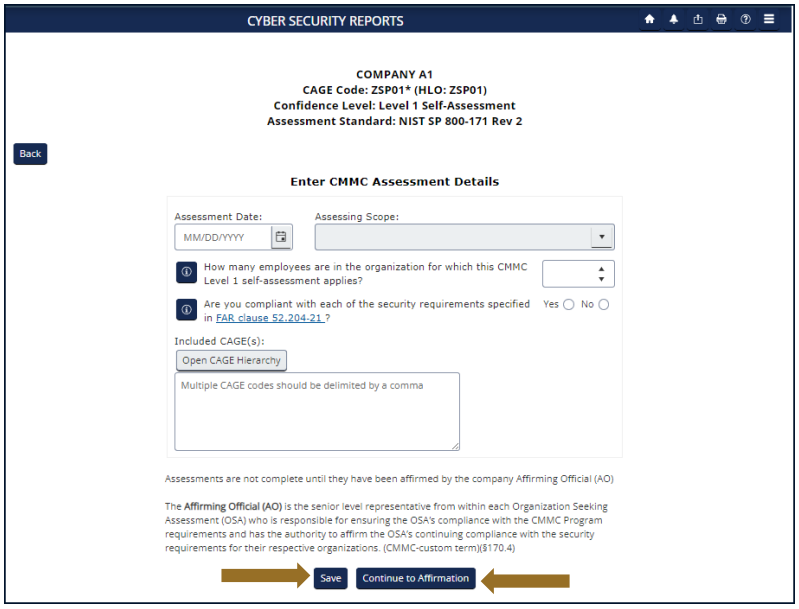
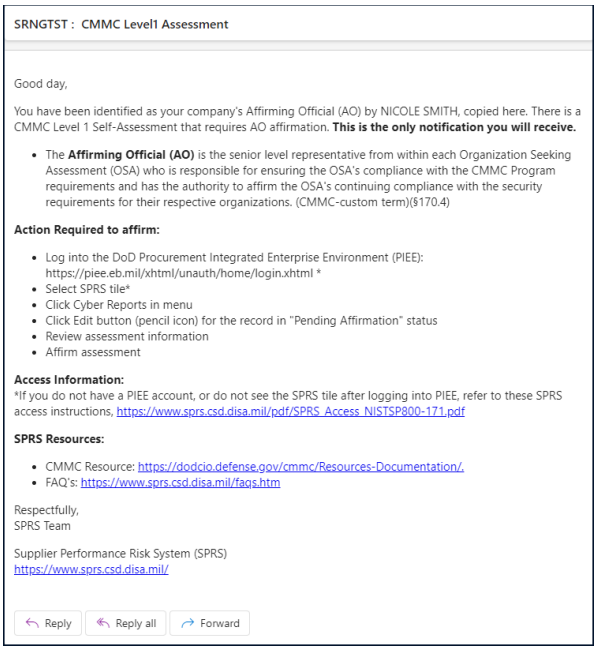


Figure 27: Cyber Reports CMMC Save or Continue to Affirmation

If the user entering the CMMC Self-Assessment is not the AO, enter the AO's email address and select Transfer to AO. The AO will be sent an email, with the user on copy, that an assessment is waiting for their affirmation. This email is only sent once. It includes helpful information, but it is not required and may be prevented from being delivered depending on a company's email server settings.



SRNGTST : CMMC Level1 Assessment

Good day,

You have been identified as your company's Affirming Official (AO) by NICOLE SMITH, copied here. There is a CMMC Level 1 Self-Assessment that requires AO affirmation. **This is the only notification you will receive.**

- The **Affirming Official (AO)** is the senior level representative from within each Organization Seeking Assessment (OSA) who is responsible for ensuring the OSA's compliance with the CMMC Program requirements and has the authority to affirm the OSA's continuing compliance with the security requirements for their respective organizations. (CMMC-custom term)(§170.4)

Action Required to affirm:

- Log into the DoD Procurement Integrated Enterprise Environment (PIEE): https://piee.eb.mil/xhtml/unauth/home/login.xhtml *
- Select SPRS tile*
- Click Cyber Reports in menu
- Click Edit button (pencil icon) for the record in "Pending Affirmation" status
- Review assessment information
- Affirm assessment

Access Information:
*If you do not have a PIEE account, or do not see the SPRS tile after logging into PIEE, refer to these SPRS access instructions, https://www.sprs.csd.disa.mil/pdf/SPRS_Access_NISTSP800-171.pdf

SPRS Resources:

- CMMC Resource: https://dodcio.defense.gov/cmmc/Resources-Documentation/.
- FAQ's: https://www.sprs.csd.disa.mil/faqs.htm

Respectfully,
SPRS Team

Supplier Performance Risk System (SPRS)
https://www.sprs.csd.disa.mil/

Reply Reply all Forward

Figure 28: Cyber Reports CMMC AO Email Sample

If the user is the AO, select **Continue to Affirmation.**

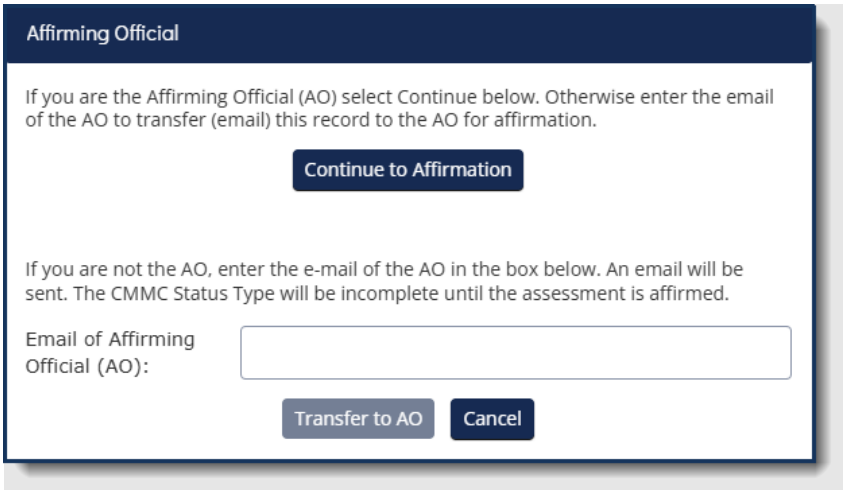


Figure 29: Cyber Reports CMMC Continue to Affirmation or Transfer to AO

This information for the Affirming Official is transferred from the user's PIEE profile. Any changes must be made in PIEE and cannot be changed on this screen. Enter any additional emails to be associated with the record and click **Continue to Affirmation.**

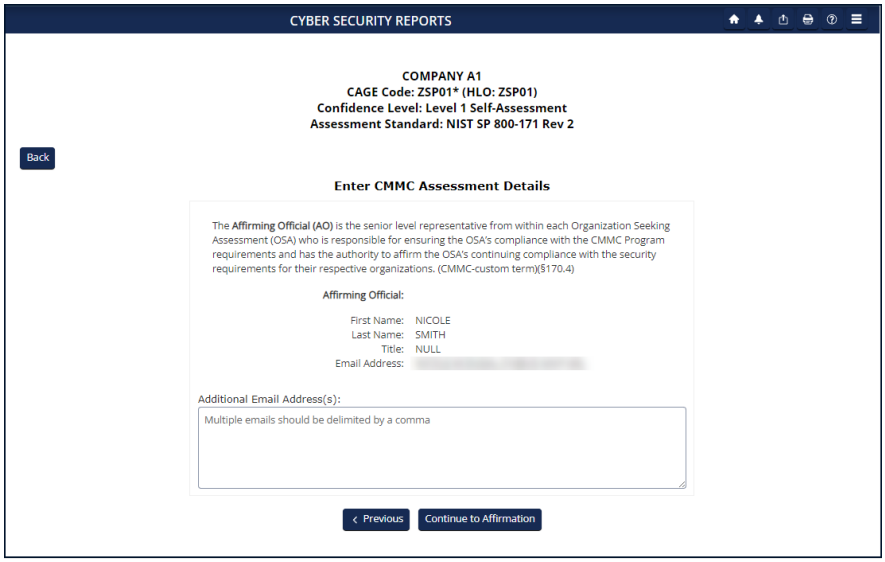


Figure 30: Cyber Reports CMMC Assessment Details

Review the information and statement and click the check box to certify. Select **Affirm** to complete or **Cancel** if information on the form needs to be updated or if the user is not the AO.

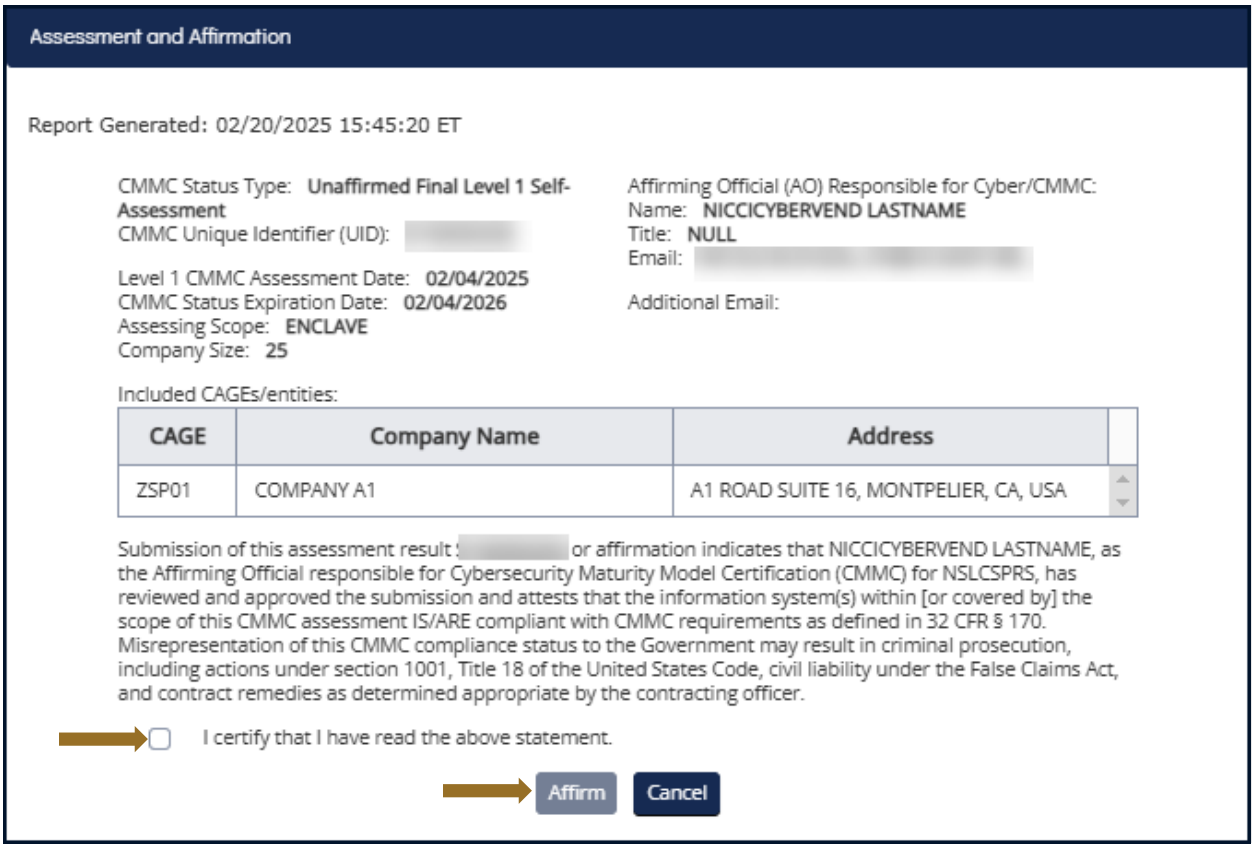


Figure 31: Cyber Reports CMMC Certify and Affirm

To **Edit** a CMMC Assessment, select the **pencil** icon within the Edit column.

- CMMC Status Types "**Incomplete**" and "**Pending Affirmation**" are the only status types that can be edited.
- If the data within a "**Final Level 1 Self-Assessment"** or a "**No CMMC Status**", needs to change, this assessment type will need to be deleted and recreated.
- CMMC Status Type "**No CMMC Status (Expired Assessment)**" cannot be edited nor deleted.

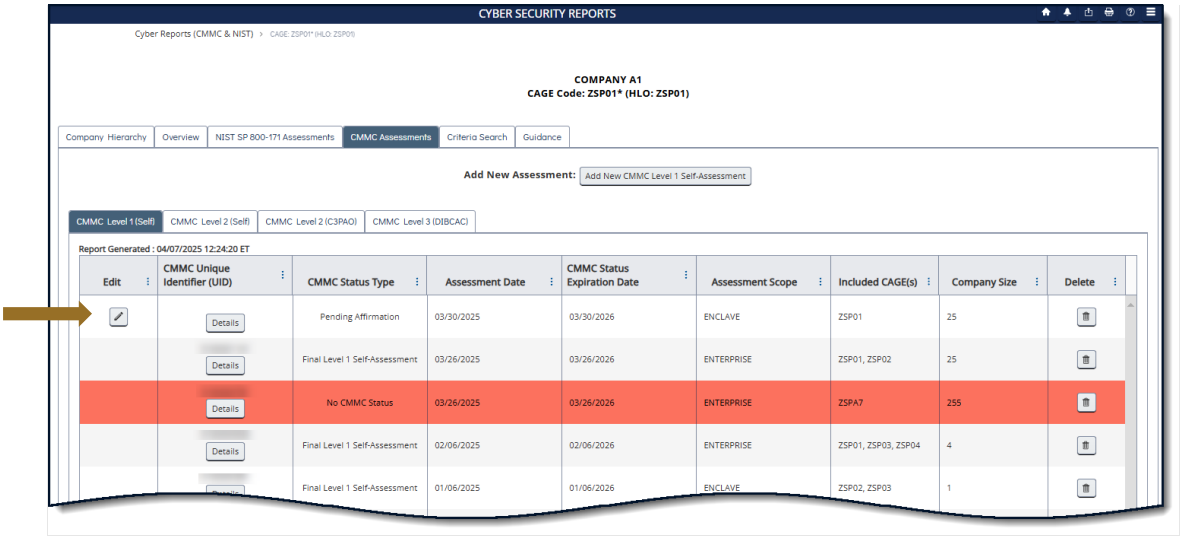


Figure 32: Cyber Reports CMMC Edit an Assessment

To **Delete** an Assessment, select the **trashcan** button from the Delete column. This will open a pop-up of the assessment details with a warning to confirm deletion. Deleting the assessment will delete it for all Included CAGEs. Select **Confirm Delete** to delete.

All CMMC Status Types can be deleted with the exception of the **"No CMMC Status (Expired Assessment)."**

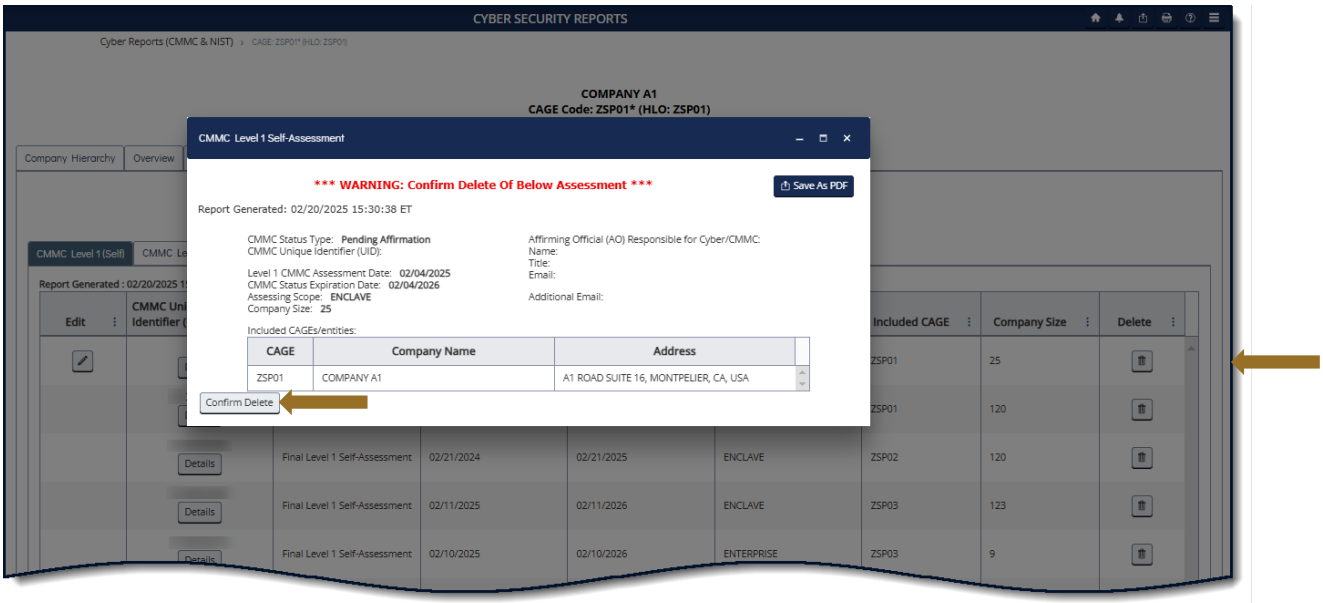


Figure 33: Cyber Reports CMMC Delete an Assessment

The **CMMC Quick Entry Guide** provides summary level instructions on entering and editing summary assessment results. These instructions are located on the SPRS web page:

https://www.sprs.csd.disa.mil/pdf/CMMCQuickEntryGuide.pdf

The **CMMC Assessments** tab includes **CMMC Level 2 (Self)** tab. This tab displays logged CMMC Level 2 Self-Assessments.

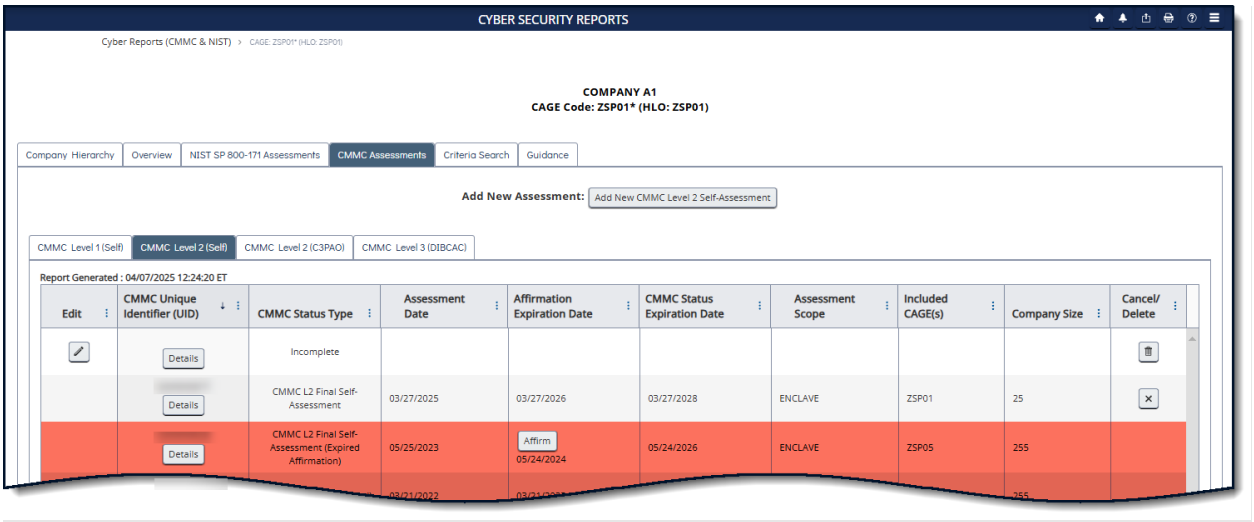


Figure 32: Cyber Reports CMMC Level 2 (Self) Tab

CMMC Level 2 (Self) Summary results include the following information:

- **CMMC Unique Identifier (UID) –** a 10-digit alphanumeric identifier automatically assigned to each newly saved assessment. The first two letters delineate the CMMC Status Type. Level 1 and Level 2 Self-Assessments have prefix S1 and S2 respectively. Level 2 and Level 3 Assessments will observe prefix L2 and L3.
- **CMMC Status Type** – The status of the Assessment
  - Incomplete
  - Pending Affirmation
  - CMMC L2 Conditional Self-Assessment
  - CMMC L2 Conditional Self-Assessment (Retracted by Vendor)
  - CMMC L2 Final Self-Assessment
  - CMMC L2 Final Self-Assessment (Expired Affirmation)
  - CMMC L2 Final Self-Assessment (Retracted by Vendor)
  - No CMMC Status – One or more responses did not meet mandatory CMMC assessment requirements.
  - No CMMC Status (Expired) – Indicates an expired Assessment

***NOTE*:** *If an assessment qualifies to be a CMMC L2 Conditional or Final Self-Assessment once affirmed, then on the Score stepper and Affirmation pop-up, it will show "Unconfirmed" in the title.*

- **Assessment Date** – The date of the most recent assessment was conducted
- **CMMC Status Expiration Date** – The assessment expiration date; a Level 2 self-assessment is considered valid for a year
- **Assessment Scope** – There are two selections for scope:
  - Enterprise – an organization with a defined mission/goal and a defined boundary, using information systems to execute that mission, and with responsibility for managing its own risks and performance
  - Enclave – a set of system resources that operate in the same security domain and that share the protection of a single common continuous security perimeter (NIST)
- **Included CAGE** – List of all CAGE Codes included in the assessment scope.
- **Company Size** – Total of employees at all locations of the organization

Selecting the Detail button in the CMMC Unique Identifier (UID) column, opens a pop-up that contains a print friendly display of all information associated with that record. There is also a View/Expand option to see additional assessment information. Click Save As PDF to save a copy.

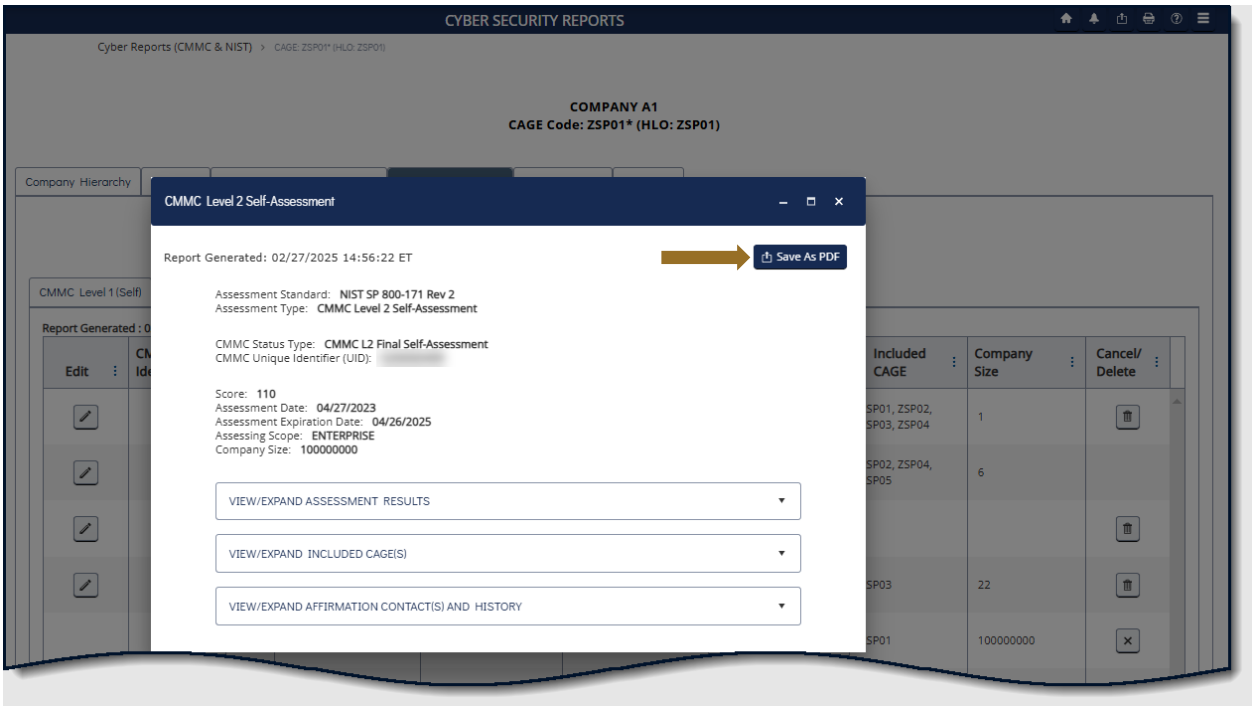


Figure 34: Cyber Reports CMMC Level 2 Self-Assessments Details Pop-up

Sort and filter columns to search for specific data by using the three-vertical dots and selecting various methods of sorting.

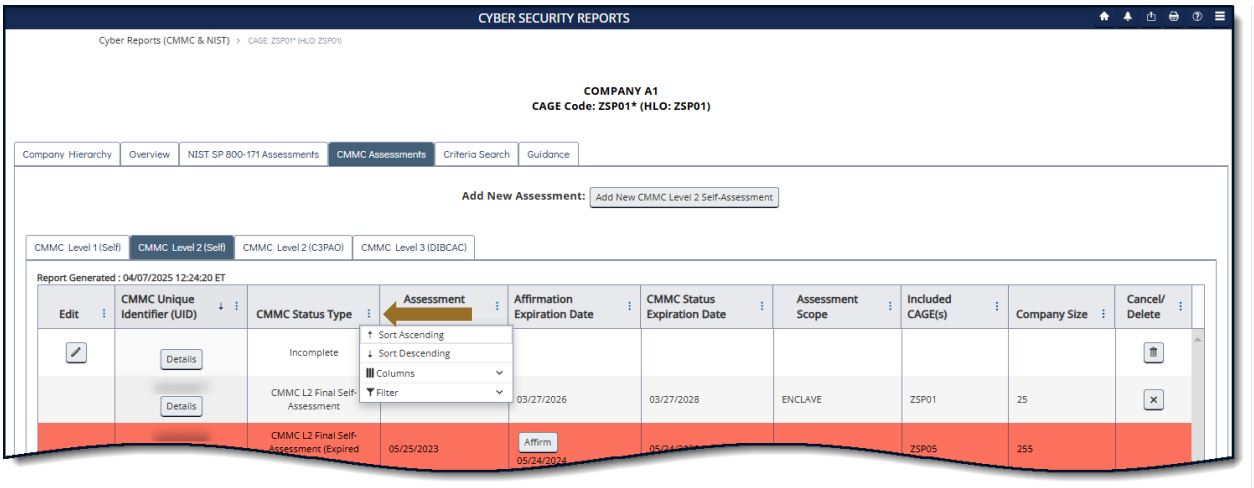


Figure 35: Cyber Reports CMMC Column Sorting and Filtering

To add an assessment, users must have the SPRS Cyber Vendor User role.

Select the **Add New CMMC Level 2 Self-Assessment** button.

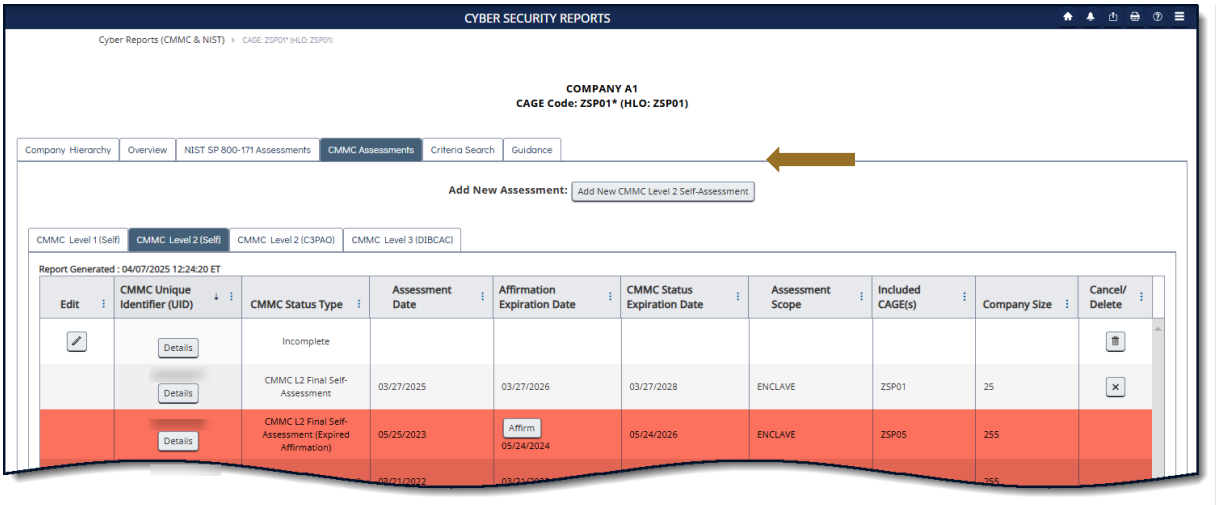


Figure 36: Cyber Reports CMMC Level 2 (Self) Add New CMMC Level 2 Self-Assessmeent

Complete the Compliance Status for each Requirement Number; choose Met, Not Met, or N/A for each question. All Objectives must be met for the Requirements to be Met. Use the Requirement Objectives button to view a list of the objectives required.

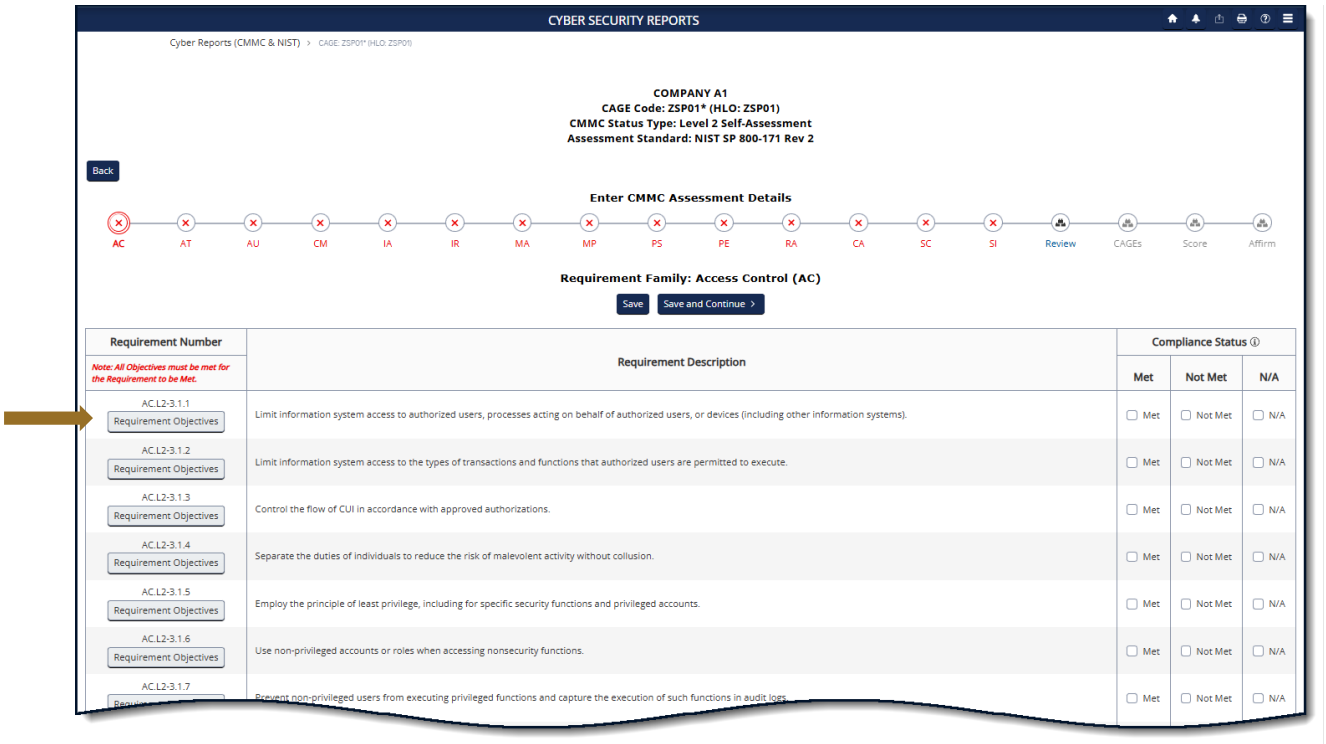


Figure 37: Cyber Reports Requirements in CMMC Level 2 Self-Assessment

For requirements IA.L2-3.533 and SC.L2-3.13.11, use the Open Objectives button to complete the answers, the answer may result in partial credit for these requirements. Select **Save**.

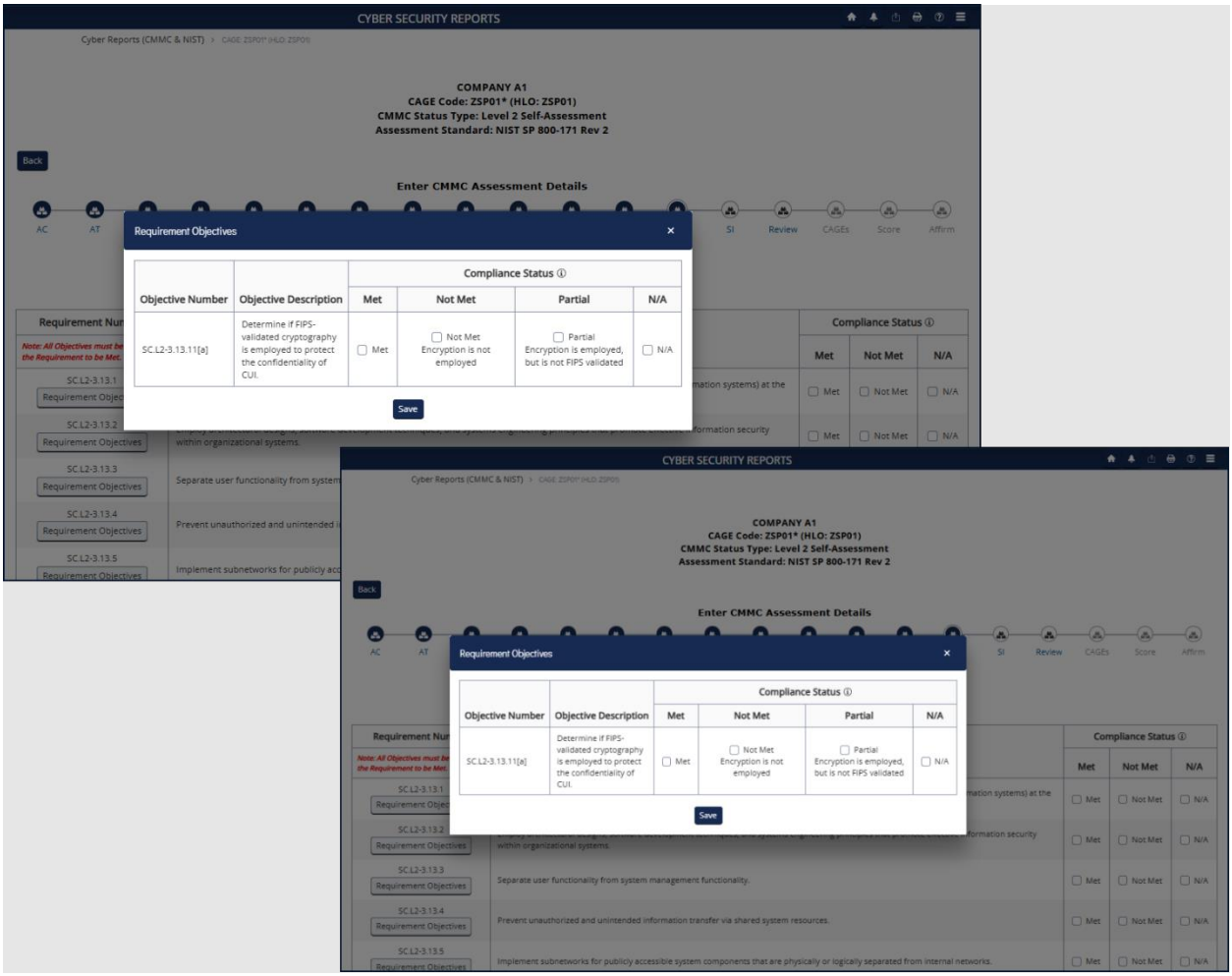


Figure 38: Cyber Reports CMMC Level 2 Self Assessment Open Objectives

For the requirement CA.L2-3.13.4, a user must answer Met or Not Met, N/A is not an option. Select **Save** or **Save and Continue**.

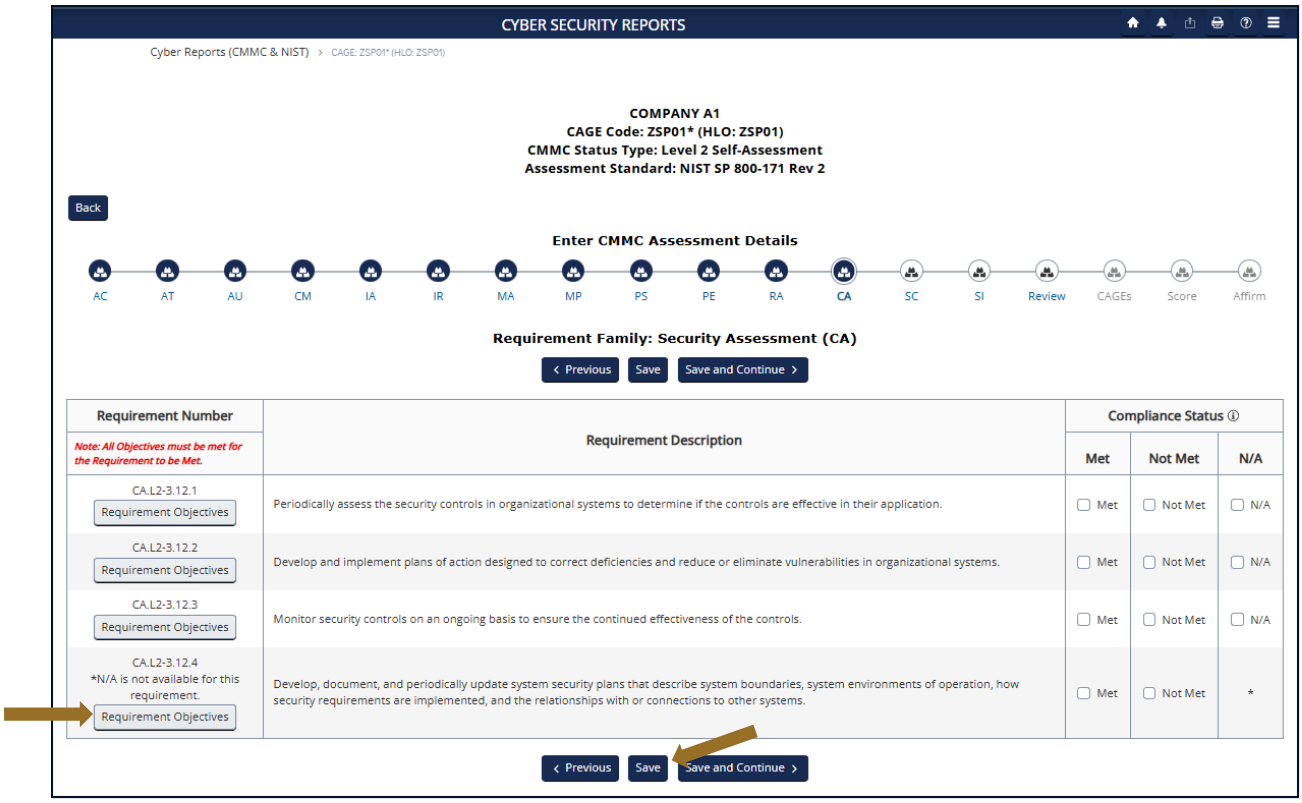


Figure 39: Cyber Reports Requirements in CMMC Level 2

To export the report list, click the Export button on the Review step to send the requirements list data to the Download module. The user will receive a pop-up, select "Ok". The system will send an email when the Export is available, select the Download option from the left-hand menu and select Download when ready. See the SERVICE section in this guidance for more information.

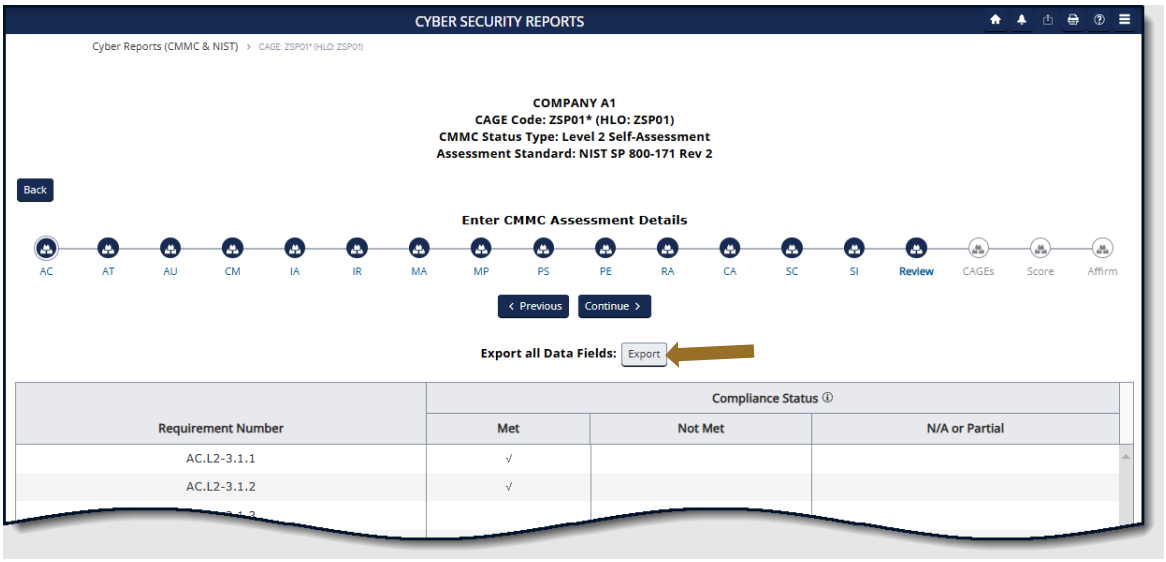


Figure 40: Cyber Reports CMMC Level 2 Export

Add Assessment Scope, Employee Count, and included CAGE(s) as required.

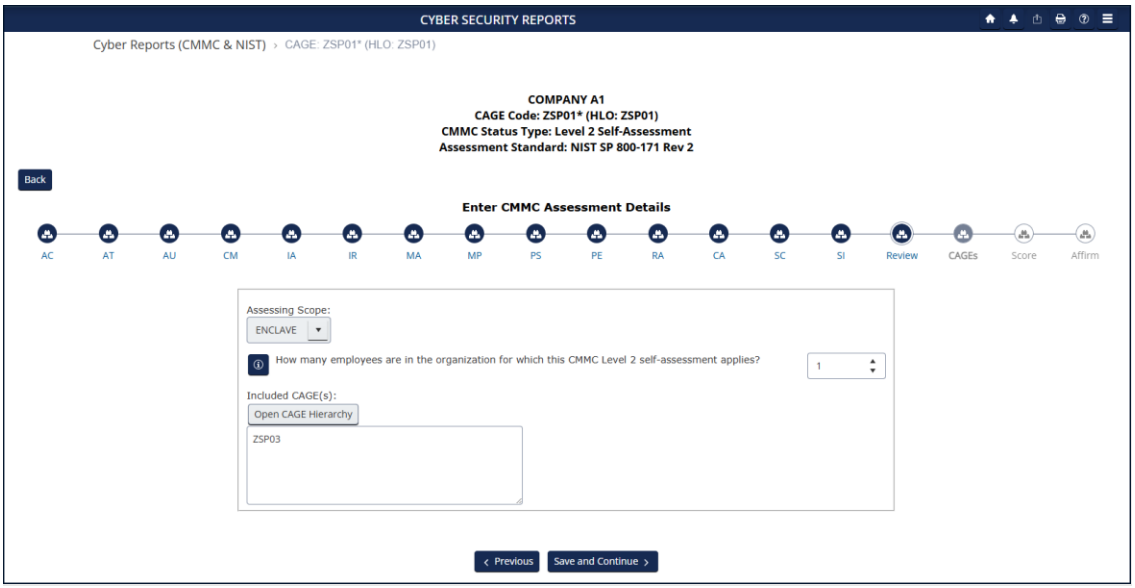


Figure 41: Cyber Reports CAGE(s) Stepper

The **Open CAGE Hierarchy** button opens the CAGE tree, allowing users to select which CAGEs are included/assessed CAGEs. Users can also copy and paste a comma-delimited list of CAGEs into the CAGE text box provided.

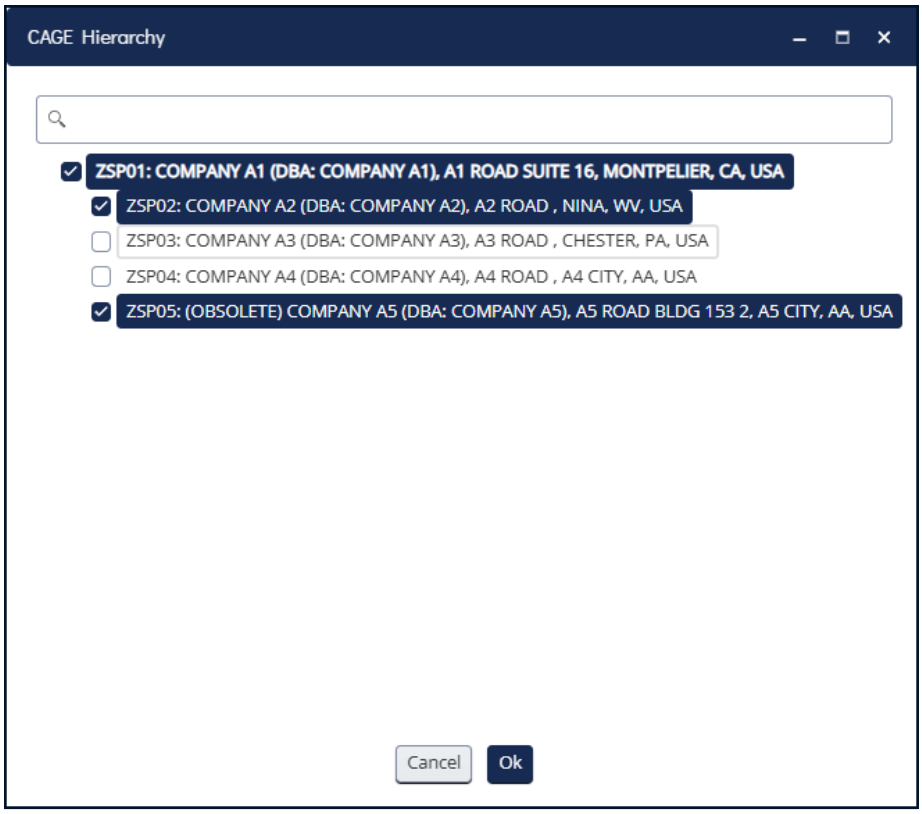


Figure 42: Cyber Reports CMMC Level 2 CAGE Hierarchy

***NOTE*:** *CAGE Hierarchy is imported from the System for Award Management (SAM). Users are unable to add CAGEs that are not part of their company hierarchy.*

SPRS will calculate the score and status. The Score is listed in bold at the top.

Only status types Conditional (score = 88 to 109) and Final (score = 110) can be affirmed.

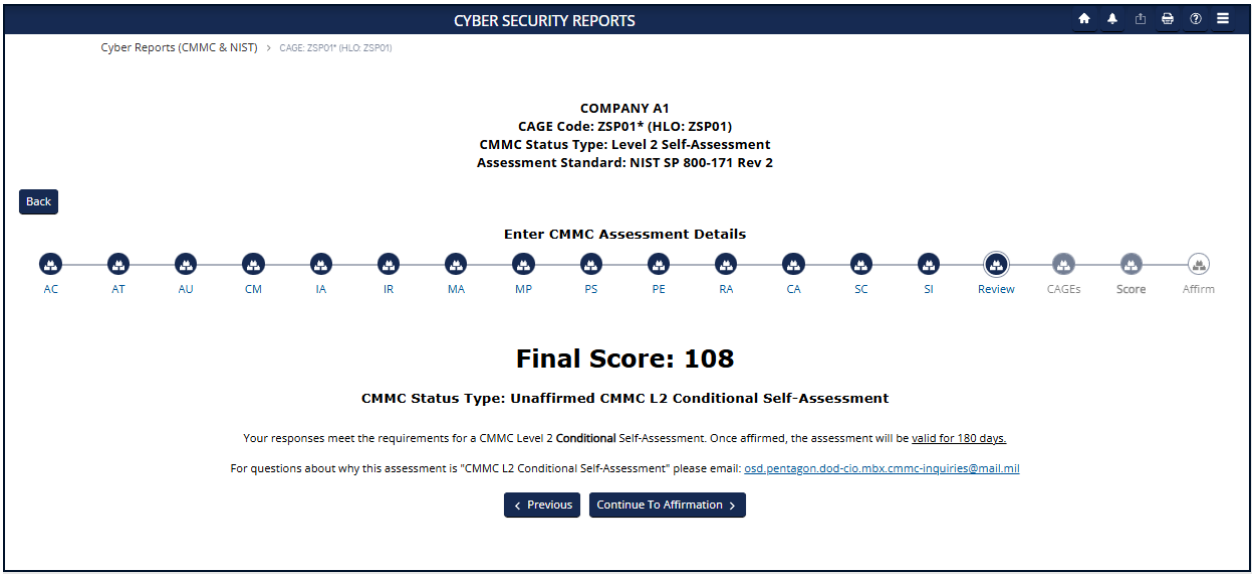


Figure 43: Cyber Reports CMMC Level 2 Score

***NOTE*:** *If a requirement is not able to be subject to a Plan of Action and Milestones (POA&M), then the Status Type will be No CMMC Status regardless of score.*

Questions related to technical interpretation of these CMMC Level 2 supplemental guidance documents may be directed to the email listed here: osd.pentagon.dod-cio.mbx.cmmc-inquiries@mail.mil. Do not submit questions requesting interpretation or modification of NIST source documents, which are outside the CMMC Program's purview.

Each assessment requires affirmation by a company's Affirming Official (AO). As defined in 32 CFR 170.4, the AO is the senior level representative from within each Organization Seeking Assessment (OSA) who is responsible for ensuring the OSA's compliance with the CMMC Program requirements and has the authority to affirm the OSA's continuing compliance with the security requirements for their respective organization. (CMMC-custom term 170.4)

Assessments can be saved without finalizing and edited or affirmed at a later date. Click the Save button to return to the report grid. These assessments will be identified as Incomplete in the CMMC Status Type column and will not be assigned a CMMC UID.

Once the assessment detail information is complete, select **Continue to Affirmation**.

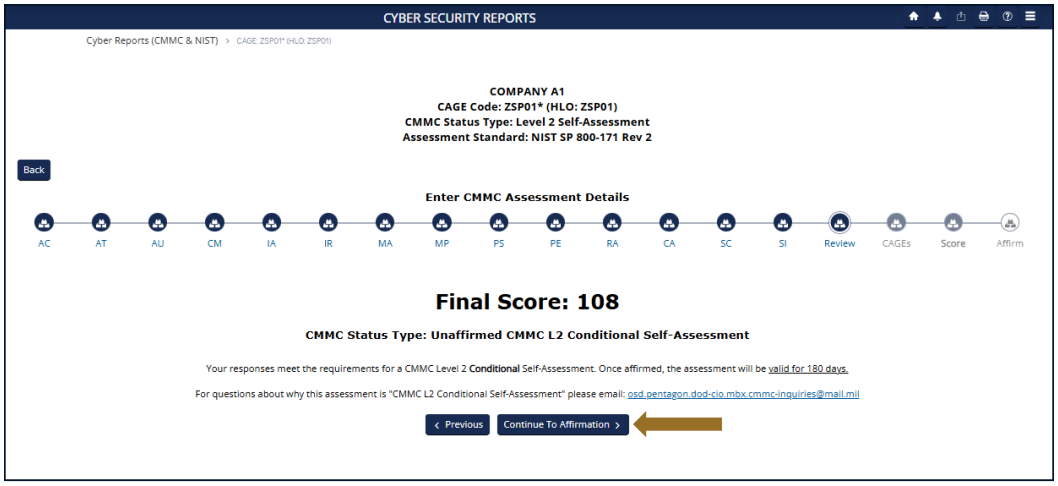


Figure 44: Cyber Reports CMMC Level 2 Previous or Continue to Affirmation

If the user entering the CMMC Self-Assessment is not the Affirming Official (AO), enter the AO's email address and select **Transfer to AO**.

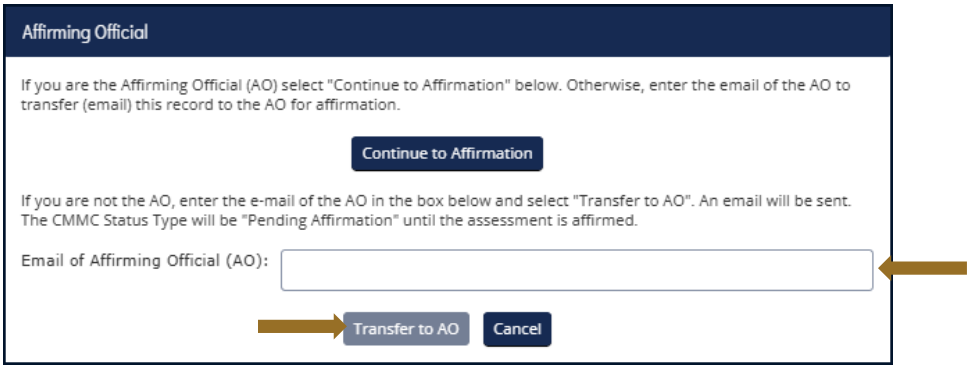


Figure 45: Cyber Reports CMMC Level 2 Transfer to AO

The AO will be sent an email, with the user on copy, that an assessment is waiting for their affirmation. This email is only sent once. It includes helpful information, but it is not required and may be prevented from being delivered depending on a company's email server settings.

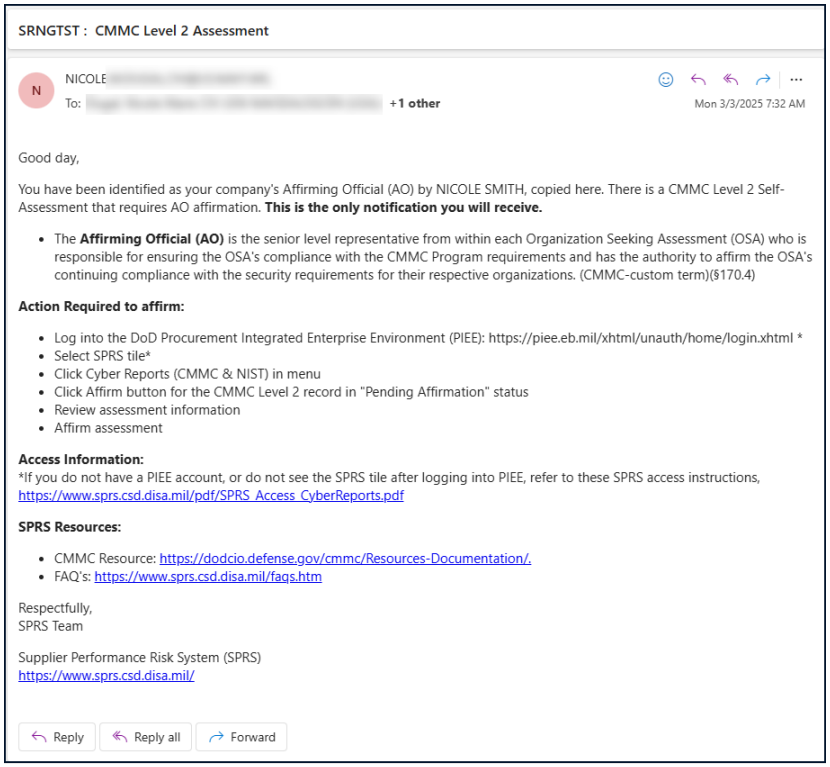


Figure 46: Cyber Reports CMMC Level 2 Sample AO Email

If the user is the AO, select **Continue to Affirmation.**

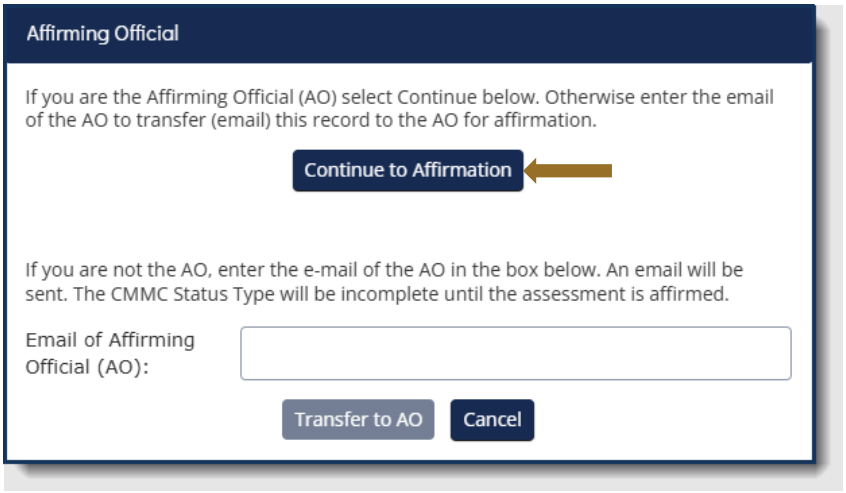


Figure 47: Cyber Reports CMMC Level 2Continue to Affirmation

This information for the Affirming Official is transferred from the user's PIEE profile. Any changes must be made in PIEE and cannot be changed on this screen. Enter any additional emails to be associated with this record and click **Continue to Affirmation.**

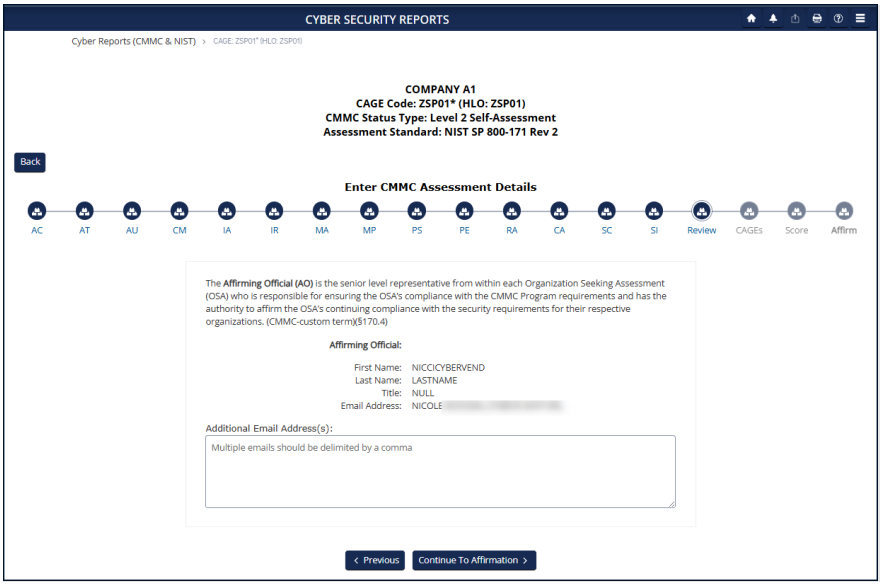


Figure 48: Cyber Reports CMMC Level 2 Assessment Details

Review the information and statement and click the check box to certify. An **Assessment and Affirmation** pop-up will appear. Assessment results and CAGE information are in expandable sections at the bottom. Click the check box to certify and select the **Affirm** button. Or select **Cancel** to return to the assessment for any updates or if the user is not the AO.

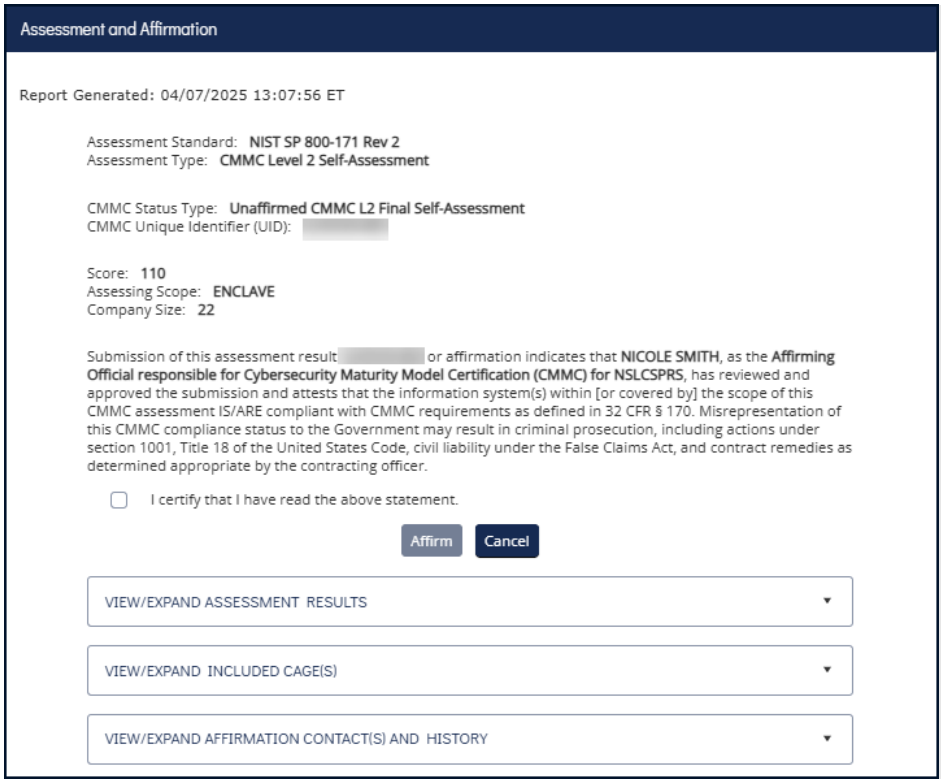


Figure 49: Cyber Reports CMMC Level 2 Certify and Affirm

The assessment will appear at the top of the report. A "**CMMC L2 Conditional Self-Assessment**" is valid for 180 days. A "**CMMC L2 Final Self-Assessment**", with annual affirmations, is valid for 3 years.

To **Edit** a CMMC Assessment, select the **pencil** icon within the Edit column.

- CMMC Status Types that can be edited include:
  - "**Incomplete**"
  - "**Pending Affirmation**"
  - "**No CMMC Status**"
  - "**CMMC L2 Conditional Self-Assessment**"

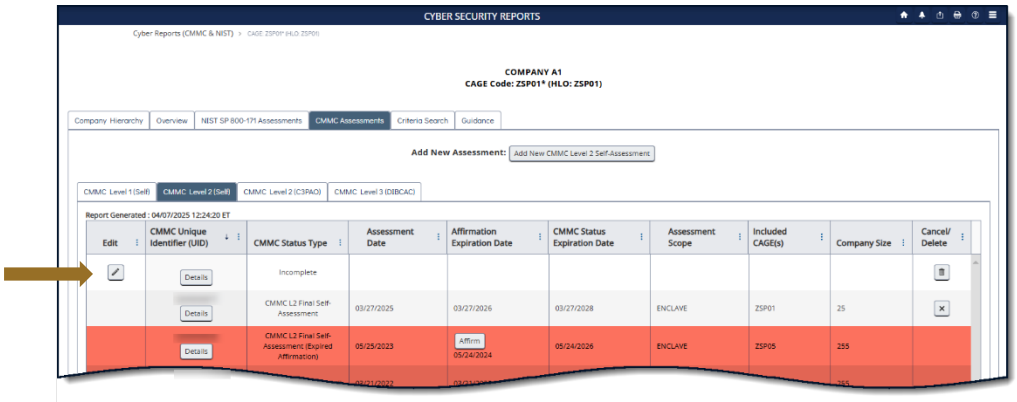


Figure 50: Cyber Reports CMMC Level 2 Edit an Assessment

If an assessment has delete capability, there will be a trashcan icon within the **Cancel/Delete** column located on the far right. To Delete an Assessment, select the **Trash Can** button from the **Delete** column. This will open a pop-up of the assessment details with a warning to confirm deletion. Deleting the assessment will delete it for all Included CAGEs. Select **Confirm Delete** to delete.

- CMMC Status Types that can be deleted include:
  - "**Incomplete**"
  - "**Pending Affirmation**"
  - "**No CMMC Status**"

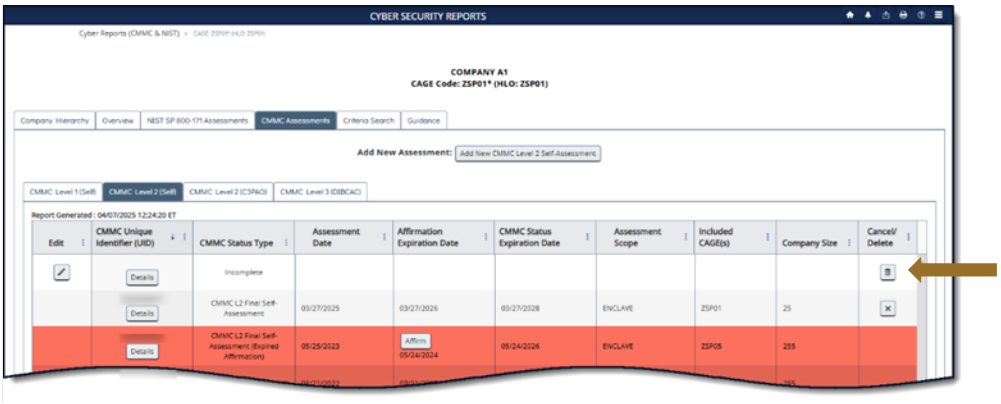


Figure 51: Cyber Reports CMMC Level 2 Delete an Assessment

If an assessment can be canceled, an "**X**" button in the **Cancel/Delete** column is available. When a record is canceled, it will turn red, and the status type will be appended with "(Retracted by Vendor)". Canceled records will remain visible to authorized government users.

- CMMC Status Types that can be canceled include:
  - "**CMMC L2 Conditional Self-Assessment**"
  - "**CMMC L2 Final Self-Assessment**"

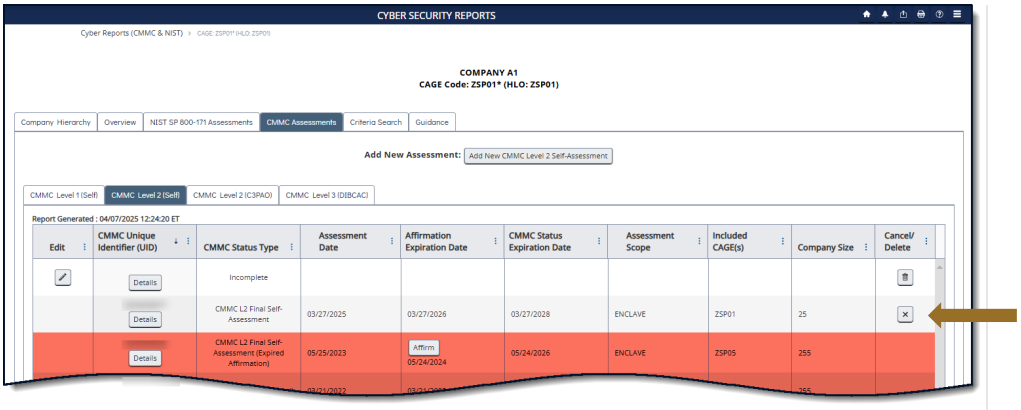


Figure 52: Cyber Reports CMMC Level 2 Cancel an Assessment

- CMMC Status Types that cannot be edited, deleted, or canceled include:
  - "**CMMC L2 Conditional Self-Assessment (Retracted by Vendor)**"
  - "**CMMC L2 Final Self-Assessment (Retracted by Vendor)**"
  - "**No CMMC Status (Expired)**"

Canceled and expired records will remain visible to authorized government users.

Annual affirmations are required for "CMMC L2 Final Self-Assessments". An

Affirm button will appear in the **CMMC Status Expiration Date** column 60 Days prior to the CMMC Status Expiration Date and will persist until the assessment is affirmed. If the assessment is not affirmed before expiration, the CMMC Status Type will change to "CMMC L2 Final Self-Assessment (Expired Affirmation)" and turn red until affirmed. Regardless of affirmation, once the assessment is three (3) years beyond the Assessment Date, the CMMC Status Type will change to "No CMMC Status (Expired)".

To complete an annual affirmation, the AO will select the Affirm button from within the CMMC Status Expiration Date column. Review the AO information, add any Additional Email Address(s) associated with the assessment, and select Continue To Affirmation. Review the information and statement within the pop-up, and click the check box to certify. Select Affirm to complete.

***NOTE*:** *The second-year annual affirmation and third-year expiration is based on the Assessment Date regardless of the date the assessment was previously annually affirmed.*

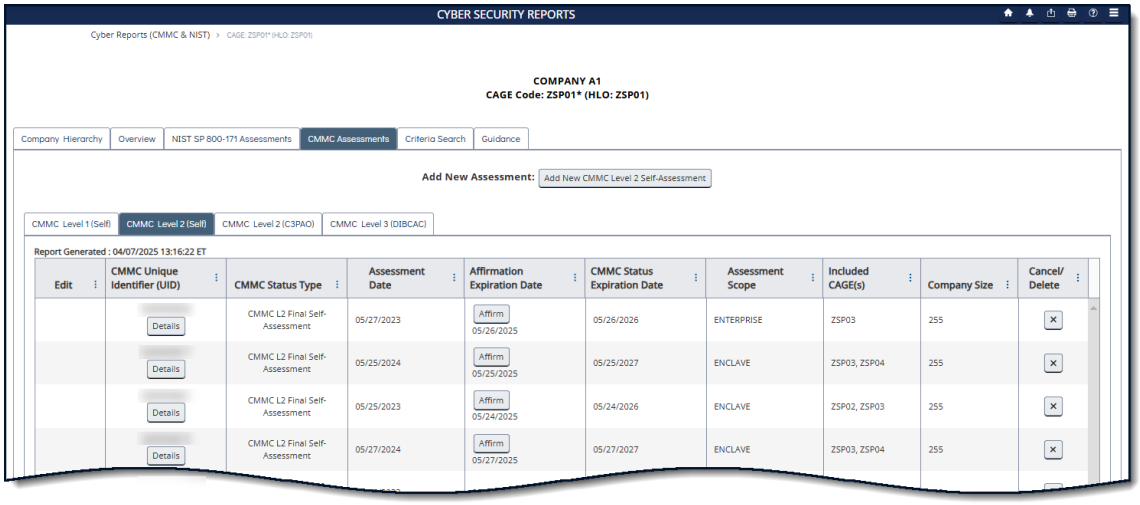


Figure 53: Cyber Reports CMMC Level 2 Annual Affirmation

The **CMMC Level 2 Quick Entry Guide** provides summary level instructions on entering and editing summary assessment results. These instructions are located on the SPRS web page:
https://www.sprs.csd.disa.mil/pdf/CMMCL2SelfQuickEntryGuide.pdf

The **CMMC Assessments** tab includes **CMMC Level 2 (C3PAO)** tab. This tab displays received CMMC Level 2 (C3PAO) assessments.

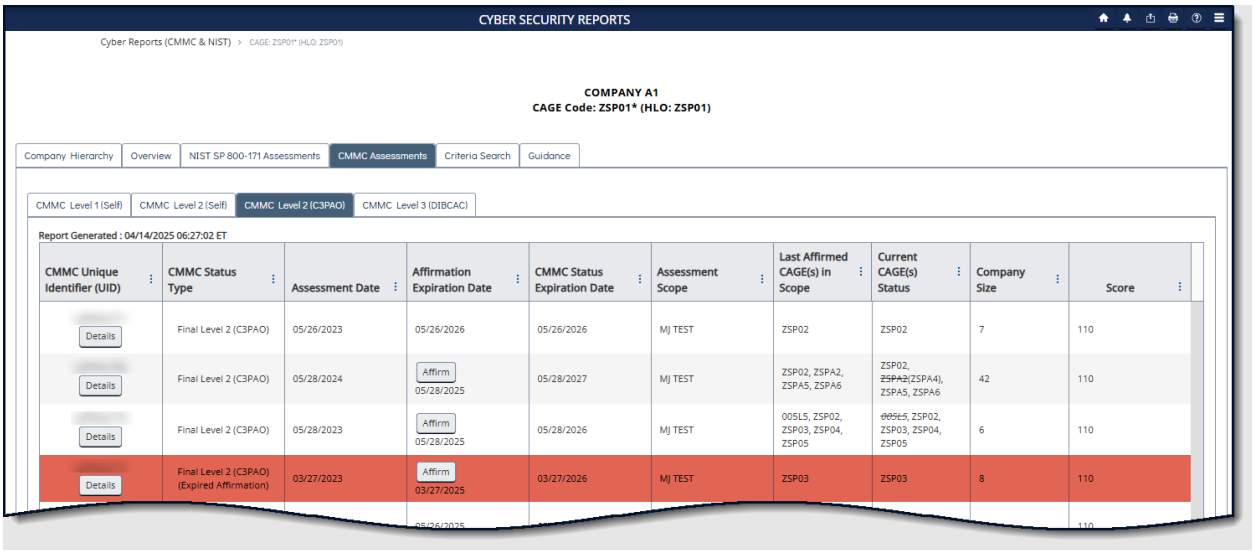


Figure 54: Cyber Reports CMMC Level 2 (C3PAO) Tab

CMMC Level 2 (C3PAO) Summary results include the following information:

- **CMMC Unique Identifier (UID) –** a 10-digit alphanumeric identifier automatically assigned to each newly saved assessment. The first two letters delineate the CMMC Status Type. Level 1 and Level 2 Self-Assessments have prefix S1 and S2 respectively. Level 2 and Level 3 Assessments will observe prefix L2 and L3.
- **CMMC Status Type** – The status of the Assessment
  - Pending Affirmation
  - Final Level 2 (C3PAO)
  - Conditional Level 2 (C3PAO)
  - Final Level 2 (C3PAO) (Expired Affirmation)
  - No CMMC Status (Expired)
- **Assessment Date** – The date of the most recent assessment was conducted
- **Affirmation Expiration Date** – The date the Affirmation expires
- **CMMC Status Expiration Date** – A 'CMMC Conditional Assessment' is valid for 180 days. A 'CMMC Final Assessment'
- **Assessment Scope** – There are two selections for scope:
  - Enterprise – an organization with a defined mission/goal and a defined boundary, using information systems to execute that mission, and with responsibility for managing its own risks and performance
  - Enclave – a set of system resources that operate in the same security domain and that share the protection of a single common continuous security perimeter (NIST)
- **Last Affirmed Entered or Affirmed CAGE(s) in Scope** – CAGE(s) in scope when assessment was last entered or affirmed
- **Current CAGE(s) Status** – The current status of the CAGE(s). Examples:
  - Strikethrough CAGE = Canceled without Replacement
  - Strikethrough CAGE (Replacement CAGE) = Cancelled with Replacement

- Strikethrough Italicized CAGE = No longer in company hierarchy (corrections can be made via SAM.gov)

- **Company Size** – Total of employees at all locations of the organization
- **Score** – Score of the Assessment

***NOTE*:** *CAGE Hierarchy is imported from the System for Award Management (SAM). Users are unable to add CAGEs that are not part of their company hierarchy.*

Selecting the Details button in the CMMC Unique Identifier (UID) column, opens a pop-up that contains a print friendly display of all information associated with that record. There is also a View/Expand option to see additional assessment information. Click Save As PDF to save a copy.

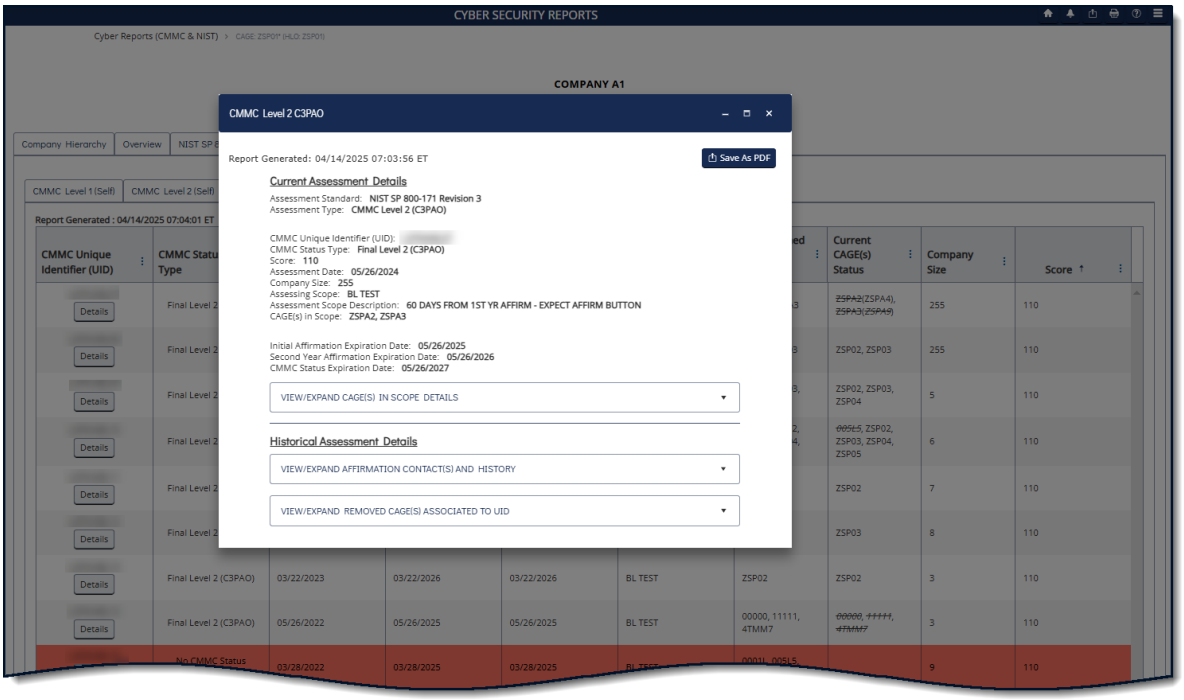


Figure 55: Cyber Reports CMMC Level 2 (C3PAO) Details Pop-up

Sort and filter columns to search for specific data by using the three-vertical dots and selecting various methods of sorting.

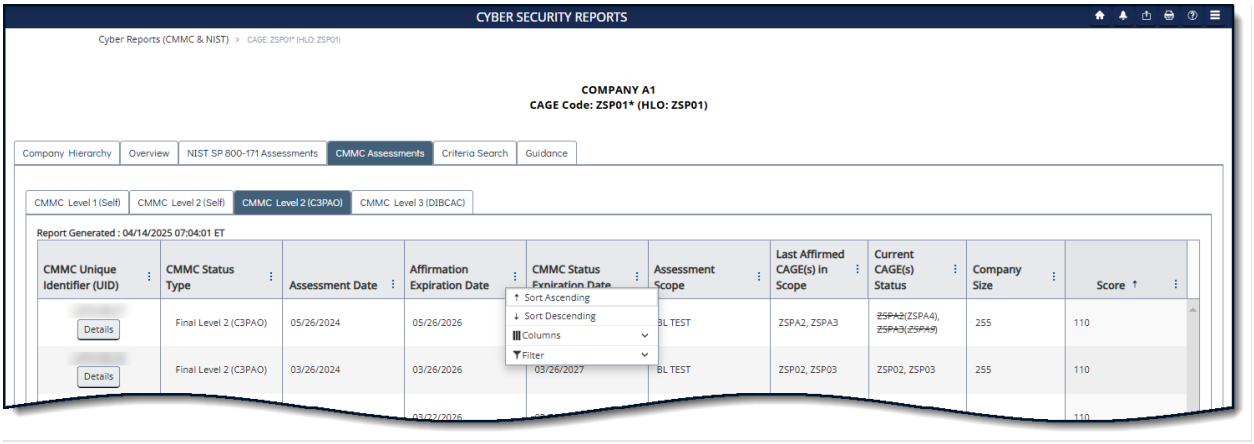


Figure 56: Cyber Reports CMMC Column Sorting and Filtering

To **Affirm** an assessment, the Affirming Official must have the SPRS Cyber Vendor User role.

Select the **Affirm** button. The *Affirming Official for CMMC Tutorial* is available for users that will only be entering SPRS to affirm assessments. The tutorial is available on the SPRS Training website here, ADD URL ONCE PUBLISHED.

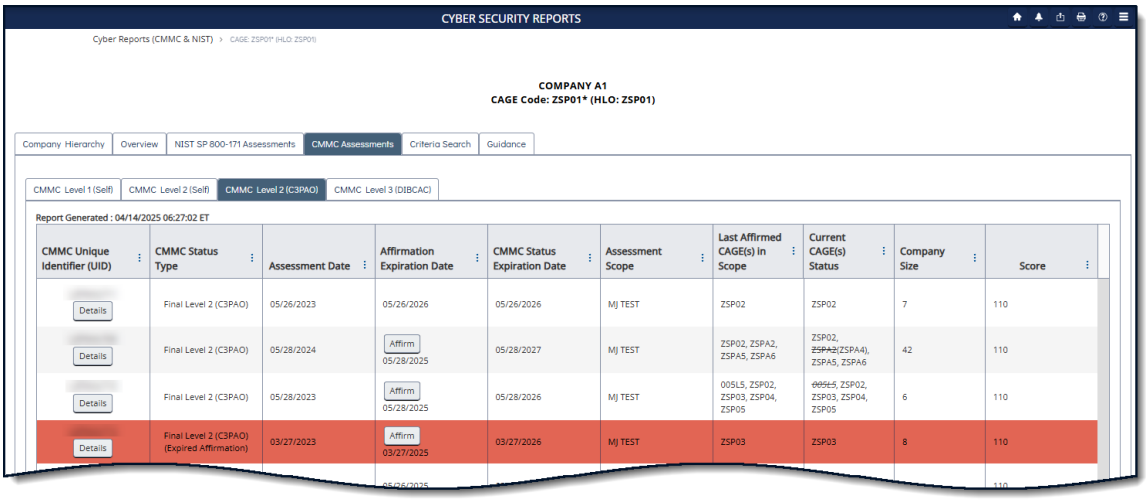


Figure 57: Cyber Reports CMMC Level 2 (C3PAO) Affirm Button

Each assessment requires affirmation by a company's Affirming Official (AO). As defined in 32 CFR 170.4, the AO is the senior level representative from within each Organization Seeking Assessment (OSA) who is responsible for ensuring the OSA's compliance with the CMMC Program requirements and has the authority to affirm the OSA's continuing compliance with the security requirements for their respective organization. (CMMC-custom term 170.4)

Review the information and select **Acknowledge and Continue** button to review additional information and continue to the Affirmation screen. Select **Cancel** to

return to the Summary results screen. Select **Save As PDF** to save the pop-up as an PDF.

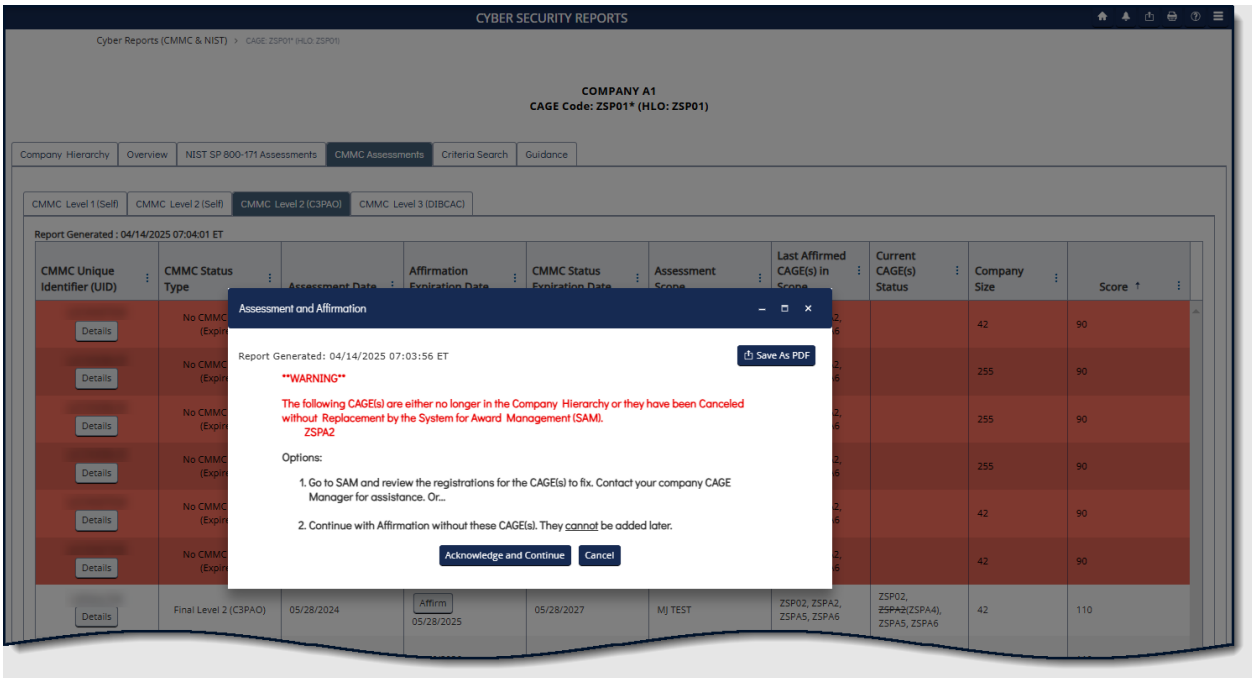


Figure 58: Cyber Reports CMMC Level 2 (C3PAO) pop-up

Assessment and Affirmation pop-up will open additional information. Scope Details, Assessment results, and CAGE information are in expandable sections at the bottom. Click the check box to certify and select the **Affirm** button. Or select **Cancel** to return to the Summary results screen if information is incorrect or if the user is not the AO.

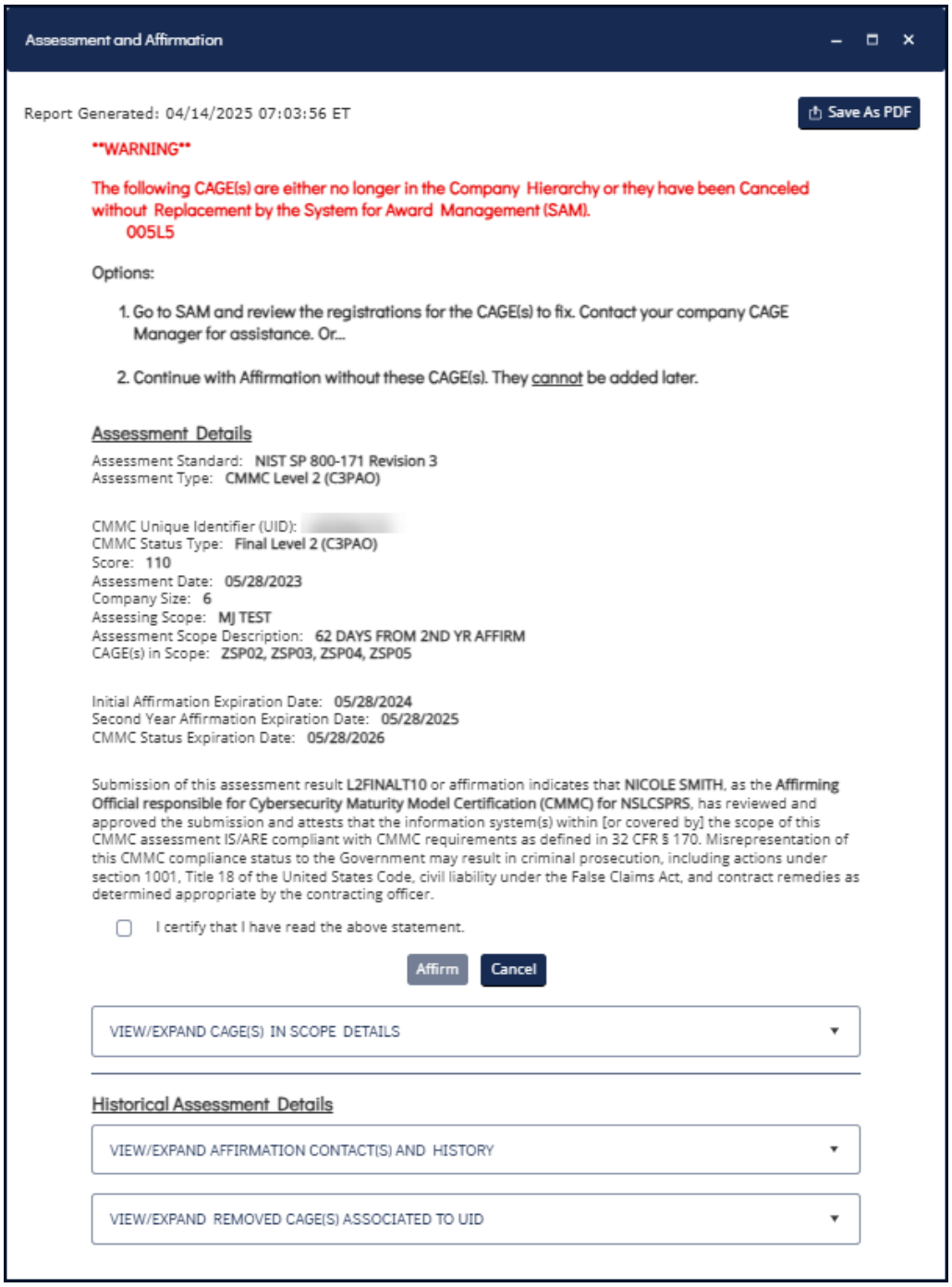


Figure 59: Cyber Reports CMMC Level 2 (C3PAO) Affirmation screen

The assessment will appear at the top of the report. A "**Final Level 2 (C3PAO)**"

The **CMMC Assessments** tab includes **CMMC Level 3 (DIBCAC)** tab. This tab displays received CMMC Level 2 (DIBCAC) assessments.

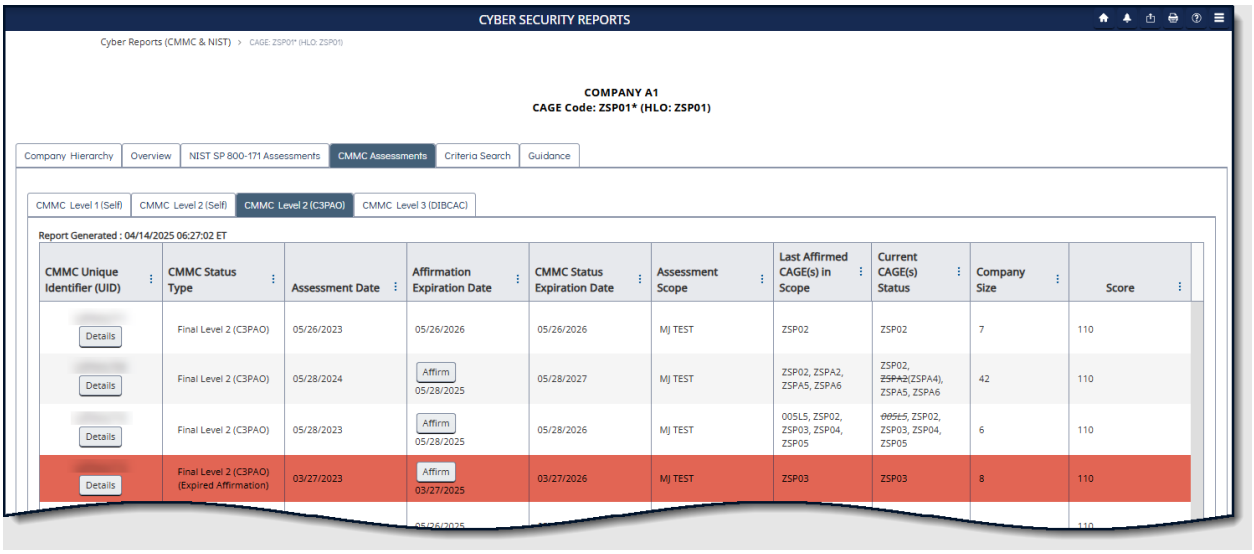


Figure 60: Cyber Reports CMMC Level 3 (DIBCAC) Tab

CMMC Level 3 (DIBCAC) Summary results include the following information:

- **CMMC Unique Identifier (UID) –** a 10-digit alphanumeric identifier automatically assigned to each newly saved assessment. The first two letters delineate the CMMC Status Type. Level 1 and Level 2 Self-Assessments have prefix S1 and S2 respectively. Level 2 and Level 3 Assessments will observe prefix L2 and L3.
- **CMMC Status Type** – The status of the Assessment
  - Pending Affirmation
  - Final Level 3 (DIBCAC)
  - Conditional Level 3 (DIBAC)
  - Final Level 3 (DIBCAC) (Expired Affirmation)
  - No CMMC Status (Expired)
- **Assessment Date** – The date of the most recent assessment was conducted
- **Affirmation Expiration Date** – The date the Affirmation expires
- **CMMC Status Expiration Date** – A 'CMMC Conditional Assessment' is valid for 180 days. A 'CMMC Final Assessment'
- **Assessment Scope** – There are two selections for scope:
  - Enterprise – an organization with a defined mission/goal and a defined boundary, using information systems to execute that mission, and with responsibility for managing its own risks and performance
  - Enclave – a set of system resources that operate in the same security domain and that share the protection of a single common continuous security perimeter (NIST)
- **Last Affirmed CAGE(s) in Scope** – CAGE(s) in scope when assessment was last affirmed
- **Current CAGE(s) Status** – The current status of the CAGE(s). Examples:
  - Strikethrough CAGE = Canceled without Replacement
  - Strikethrough CAGE (Replacement CAGE) = Cancelled with Replacement

- Strikethrough Italicized CAGE = No longer in company hierarchy (corrections can be made via SAM.gov)

- **Score** – Score of the Assessment

***NOTE*:** *CAGE Hierarchy is imported from the System for Award Management (SAM). Users are unable to add CAGEs that are not part of their company hierarchy.*

Selecting the Details button in the CMMC Unique Identifier (UID) column, opens a pop-up that contains a print friendly display of all information associated with that record. There is also a View/Expand option to see additional assessment information. Click Save As PDF to save a copy.

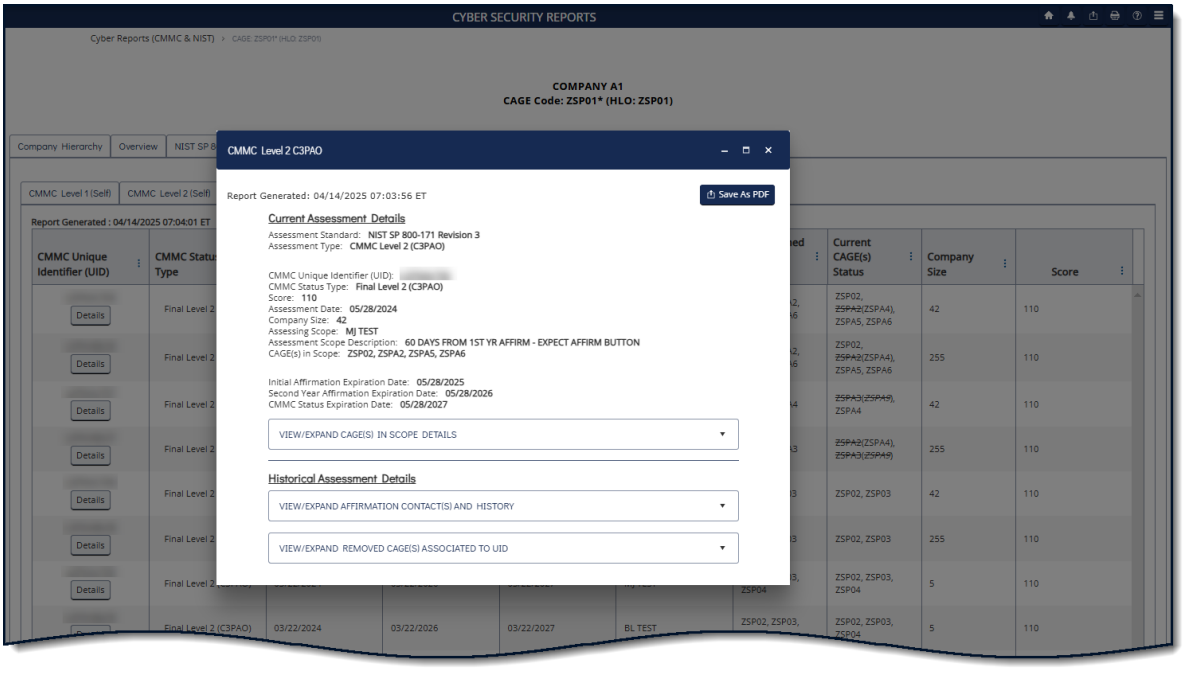


Figure 61: Cyber Reports CMMC Level 3 (DIBCAC) Details Pop-up

Sort and filter columns to search for specific data by using the three-vertical dots and selecting various methods of sorting.

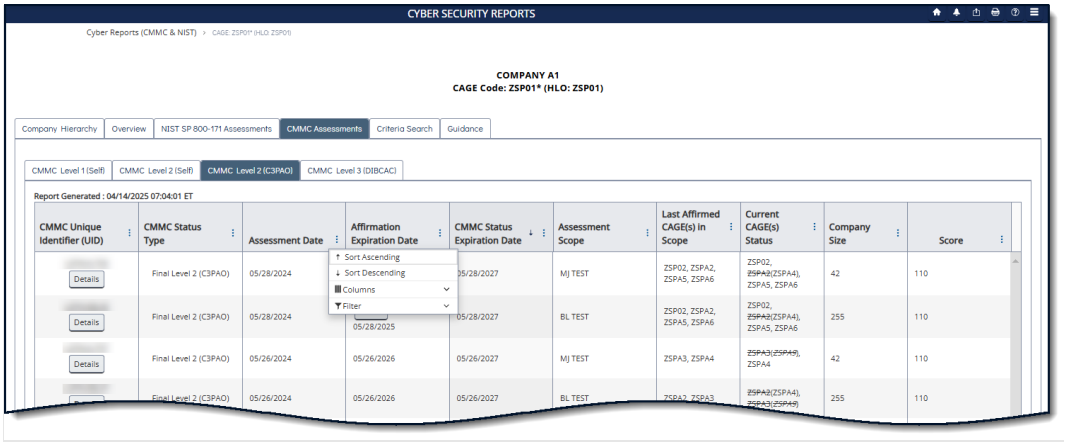


Figure 62: Cyber Reports CMMC Column Sorting and Filtering

To **Affirm** an assessment, the Affirming Official must have the SPRS Cyber Vendor User role.

Select the **Affirm** button.

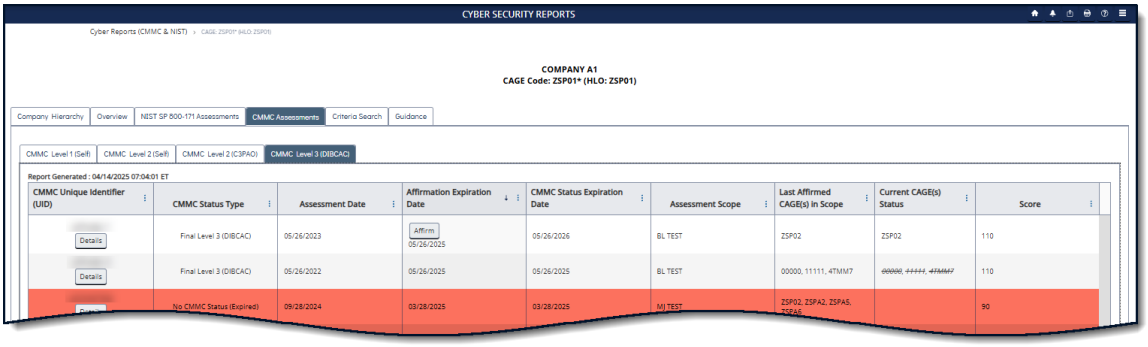


Figure 63: Cyber Reports CMMC Level 3 (DIBCAC) Affirm Button

Each assessment requires affirmation by a company's Affirming Official (AO). As defined in 32 CFR 170.4, the AO is the senior level representative from within each Organization Seeking Assessment (OSA) who is responsible for ensuring the OSA's compliance with the CMMC Program requirements and has the authority to affirm the OSA's continuing compliance with the security requirements for their respective organization. (CMMC-custom term 170.4)

Review the information and select **Acknowledge and Continue** button to review additional information and continue to the Affirmation screen. Select **Cancel** to return to the Summary results screen. Select **Save As PDF** to save the pop-up as an PDF.

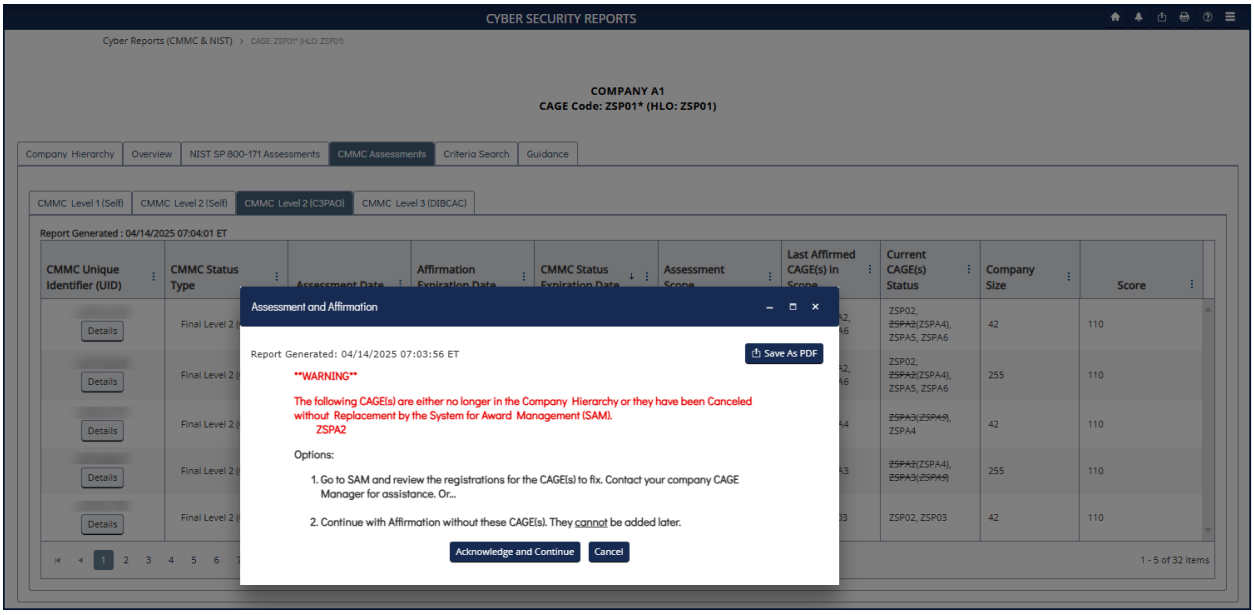


Figure 64: Cyber Reports CMMC Level 3 (DIBCAC) Pop-up

Assessment and Affirmation pop-up will open additional information. Scope Details, Assessment results, and CAGE information are in expandable sections at the bottom. Click the check box to certify and select the **Affirm** button. Or select **Cancel** to return to the Summary results screen if information is incorrect or if the user is not the AO.

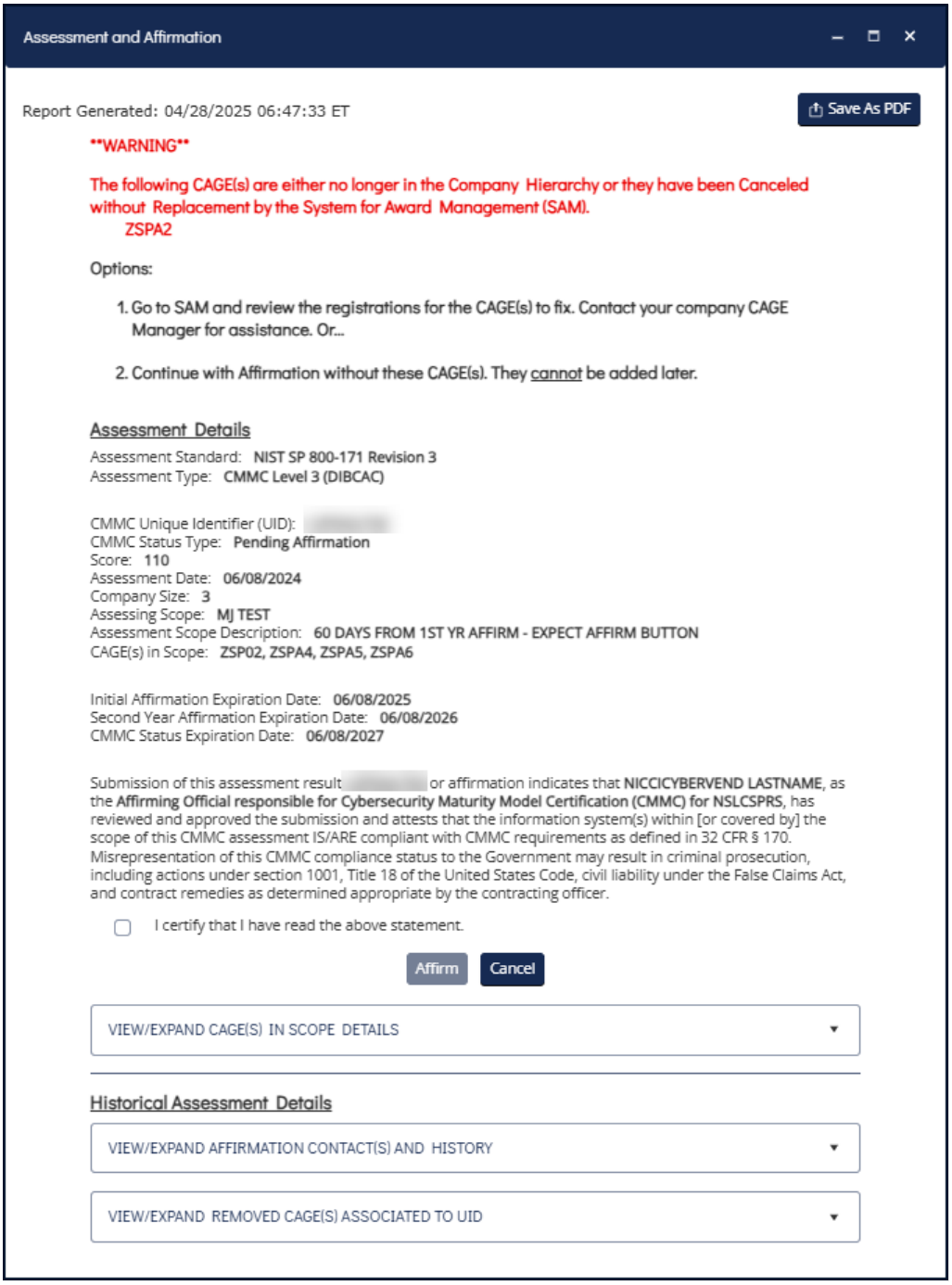


Figure 65: Cyber Reports CMMC Level 3 (DIBCAC) Affirmation screen

The assessment will appear at the top of the report. If the assessment is a final, it will show as "**Final Level 3 (DIBCAC)**"

The **Criteria Search** tab allows the user to enter various data points and search all Cyber assessments within their selected hierarchy based on the entered criteria. Enter the desired search criteria and select the **Search** button. Applicable information will load in the grid below.

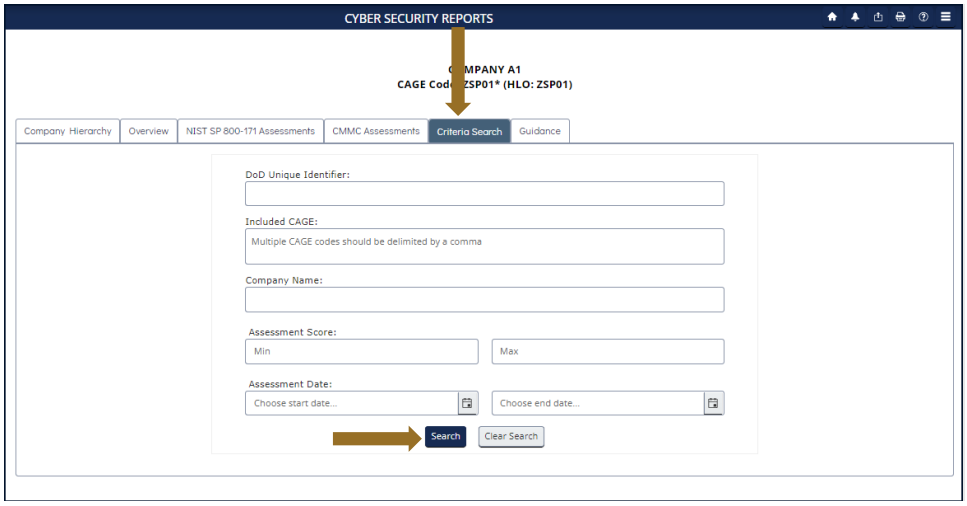


Figure 66: Cyber Reports Criteria Search Tab

The **Show/Hide Search Fields** button will collapse or expand the criteria search fields for space saving considerations.

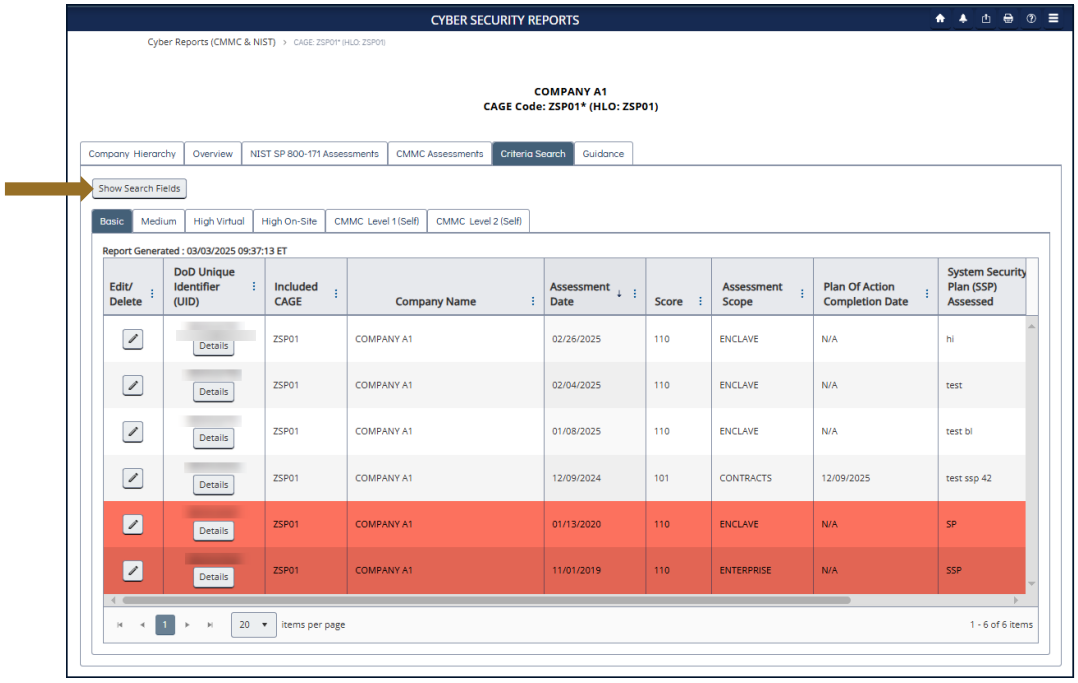


Figure 67: Cyber Reports Criteria Search tab Show Search fields

Contractor Vendor User roles may only view details associated with their CAGE(s) or the subordinate CAGE(s). For questions about the company CAGE hierarchy, refer to the Electric Business Point of Contact (EBPOC) listed in the SAM registration for the CAGE at the website listed here: https://sam.gov/content/home.

Users may request access to additional CAGEs by updating their PIEE profile.

The **Guidance** tab provides General Guidance as well as CMMC and NIST SP 800-171 specific information and contains links to Assessment Methodology, Quick Entry Guides, DFARS 252.204, FAR Clause 52.204-21, and more.

5.2 CAGE HIERARCHY

The CAGE Hierarchy report identifies the CAGE(s) specified in the user's profile in PIEE (bold font), the associated CAGE(s), and ownership. SPRS imports CAGE hierarchy data from SAM via CAGE DLA. This information is identical to

the Company Hierarchy tab in the Cyber Report, displayed in a different format.

To access CAGE Hierarchy:
Select **CAGE Hierarchy** from the Menu.

Use the dropdown menu to select CAGE to see the associated hierarchy.

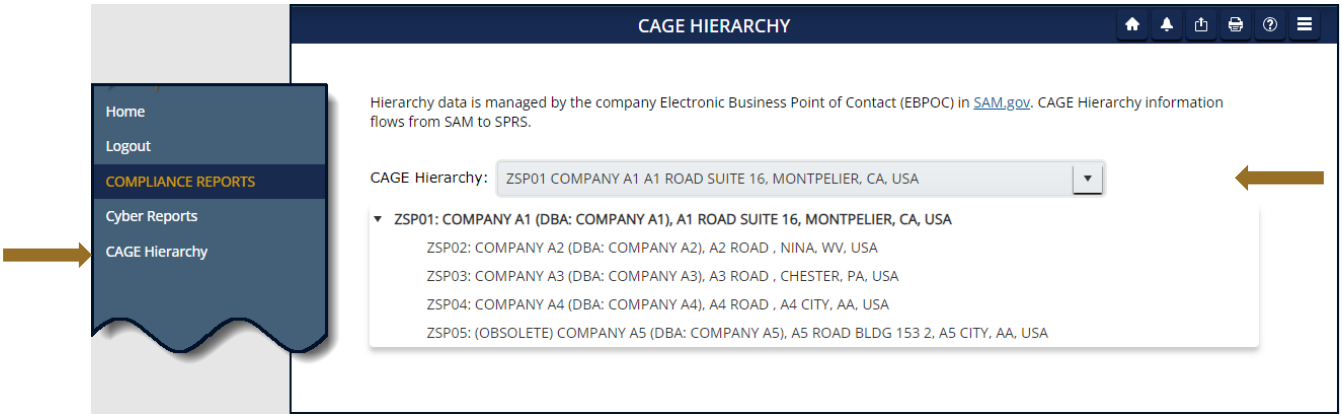


Figure 68: CAGE Hierarchy

A Warning message will appear if one or more CAGEs within the hierarchy profile appears to have missing or inaccurate information. Review the SAM registrations of all CAGEs to confirm the correct ILO and HLO information is listed. Contact the Electric Business Point of Contact, (EBPOC) listed at https://sam.gov for correction.

SPRS imports CAGE information from the Defense Logistics Agency (DLA) and the System for Award Management (SAM). Corrections to company hierarchy profiles are completed in SAM.

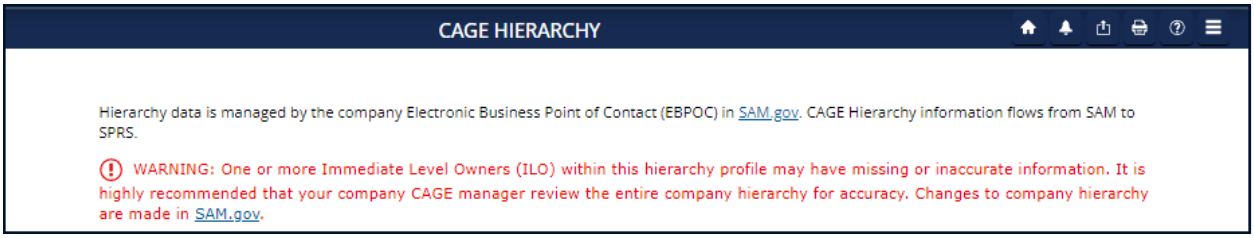


Figure 69: Error on CAGE Hierarchy

6. RISK ANALYSIS REPORTS

SPRS Risk Analysis Reports use business intelligence to reflect the risk associated with vendors & items.

6.1 SUPPLIER RISK REPORT

The Supplier Risk Report is a standalone way to view detailed Supplier Risk for a specific company. The Supplier Risk Score is an overall score using 3-years of supplier performance information (PI) data designed to calculate and identify supplier risk by calculating a single overall numerical score. The Supplier Risk Score is derived by using ten identified risk factors and adjusting based on age, number of contracts, and record weight. The final scores are ranked against one another to provide a color ranking based on a 5-color rating system.

For detailed information on how the Supplier Risk score is calculated, see SPRS Evaluation Criteria Manual:
https://www.sprs.csd.disa.mil/pdf/SPRS_DataEvaluationCriteria.pdf

To access Supplier Risk Report:
Select **Supplier Risk** from the Menu.

- If only one CAGE is available on the user's PIEE account, report will run automatically upon menu click.
- For multiple CAGEs, select CAGE from the dropdown.
- Click **Run Supplier Risk Report** button.

Figure 70: Supplier Risk Report Request

- Page display defaults to Vendor Detail Information. User can toggle between Vendor Basic and Vendor Detail for space considerations.

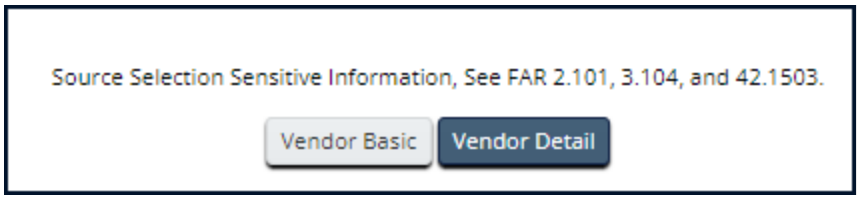


Figure 71: Toggle Vendor Basic/Vendor Detail Supplier Risk

- **Contractor Information**: This includes Basic Company Information and Commercial and Government Entity (CAGE) Code Status. This information is received from the DLA CAGE Program and System for Award Management (SAM) at the URLs listed here: Commercial and Government Entity Program (CAGE) ***https://cage.dla.mil/Home/*** and ***https://sam.gov***.

Figure 72: Supplier Risk Report

- **Supplier Color**: The SPRS Color Legend represents the percentage breakdown of a normal statistical distribution, commonly referred to as a

bell curve. Color assignments are based on a comparative assessment among suppliers. Supplier rankings are re-calculated whenever new data is introduced to the system or records age out. The top percentage group is Blue, and the lowest percentage group is Red.

Color is also used to communicate information unrelated to ranking. Black identifies a supplier with no Supplier Risk Score and Grey identifies supplier that has been excluded from selling to the government. Suppliers who have no scored factor data, but have at least one contract reported in Federal Procurement Data System (FPDS) will not receive a numerical score but have a Green color score. The system will display an asterisk (*) in place of a numerical score. This is a neutral rating.

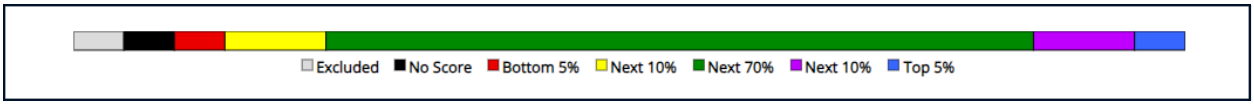


Figure 73: SPRS Color Legend

Hover over the question mark next to the color in the Supplier Risk Color Ranking column to see the SPRS Color Legend.

Figure 74: SPRS Color Legend Hover

- **Color Tiles:** There are three Supplier Risk Color tiles.
  - **Supplier Risk Score:** Displays the SPRS Supplier Risk Numerical Score and corresponding Color Score.

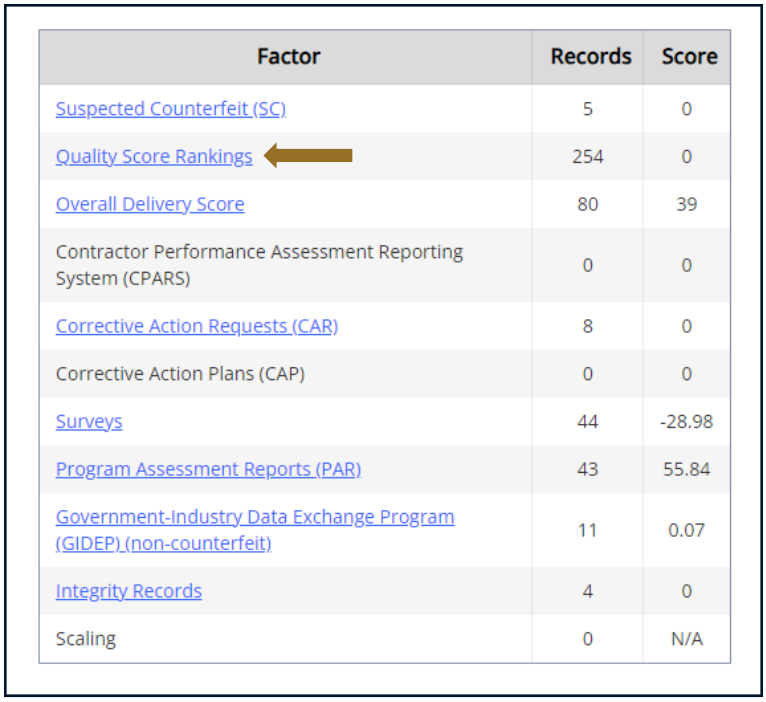
- **Suspected Counterfeit:** Suspected Counterfeit (SC) information uses Agency Action Notices (AAN) from the Government Industry Data Exchange Program (GIDEP). If there are government issued AANs reporting suspected counterfeit material, the tile will be red and will indicate the number of alerts.
- **Level III/IV CAR(s):** Corrective Action Requests (CARs) are issued to the supplier to identify and correct instances of noncompliance with established methods for processing product, controlling quality systems or violation of contract/purchase order requirements. Level III/IV CARs are the most severe types of CAR. If a vendor has either a level three (3) or four (4) CAR, this tile will turn red to indicate a higher level of risk potential.

Figure 75: Supplier Risk Color Tiles

- Factor Data is the data the Supplier Risk Score uses to calculate an overall score using 3-years of supplier performance information (PI) data designed to identify supplier risk by calculating a single overall numerical score.

NOTE: *For detailed information on how each of the 10 factors are calculated and summed to produce the Supplier Risk Score, with examples, see SPRS Evaluation Criteria Manual:* ***https://www.sprs.csd.disa.mil/pdf/SPRS_DataEvaluationCriteria.pdf***

If records are greater than zero, the Factor becomes a link to display additional detail. Click on the hyperlinked Factor to find the Factor Detail Data tab.



Factor	Records	Score
Suspected Counterfeit (SC)	5	0
Quality Score Rankings	254	0
Overall Delivery Score	80	39
Contractor Performance Assessment Reporting System (CPARS)	0	0
Corrective Action Requests (CAR)	8	0
Corrective Action Plans (CAP)	0	0
Surveys	44	-28.98
Program Assessment Reports (PAR)	43	55.84
Government-Industry Data Exchange Program (GIDEP) (non-counterfeit)	11	0.07
Integrity Records	4	0
Scaling	0	N/A

Figure 76: Supplier Risk Factor Data

- **Factor Detail Data:** Selecting the hyperlinked factors will bring the user to the associated data tab for the factor detail. To switch tabs user may click on the tabs directly or select from the hyperlinked list.

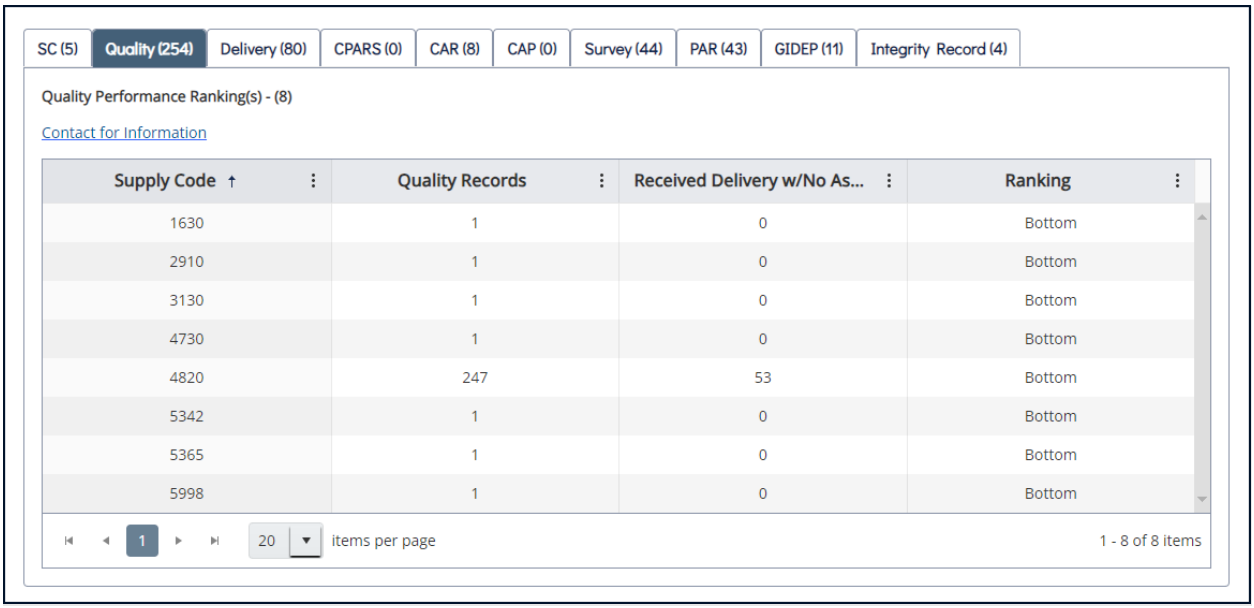


Figure 77: Quality Detail in Supplier Risk Tab

Sort and filter columns to search for specific data by using the three-vertical dots and selecting various methods of sorting. The **Clear** button will reset all selected filters.

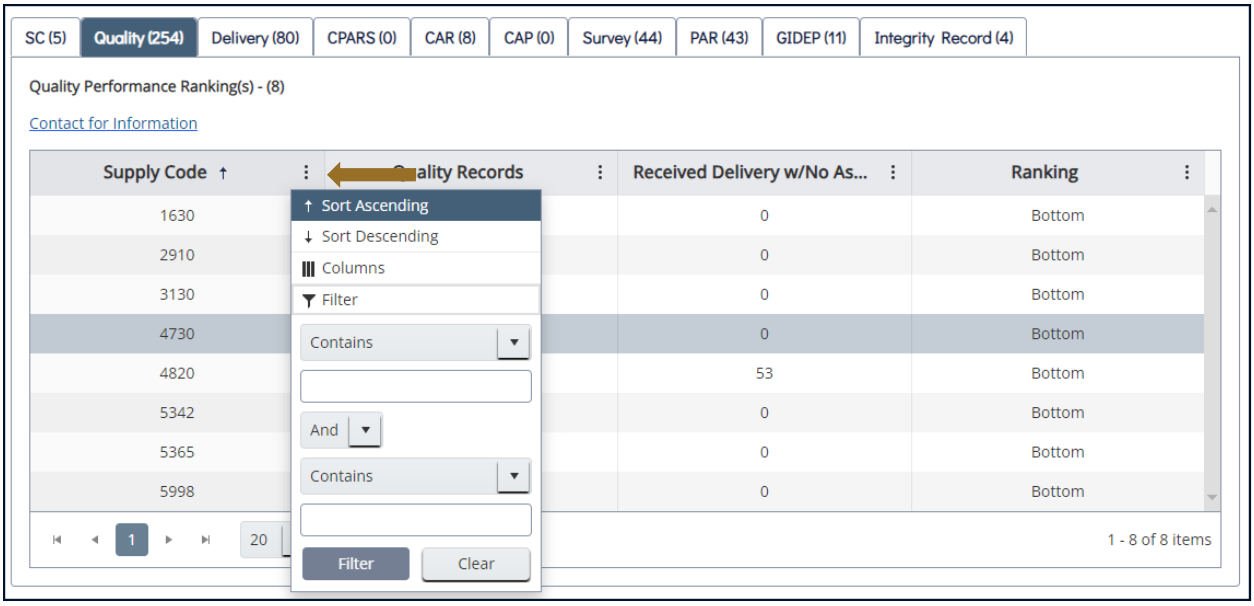


Figure 78: Supplier Risk Sort/Filter

- **Contact for Information:** The Contact for Information link directs users to the Summary Report for Quality or Delivery record details. If there are questions about other record types, record review needs to occur at the record source, however, with proper OQE some records can be reviewed and challenged within the Summary Report module. Refer to the Summary Report section for more information on that process.

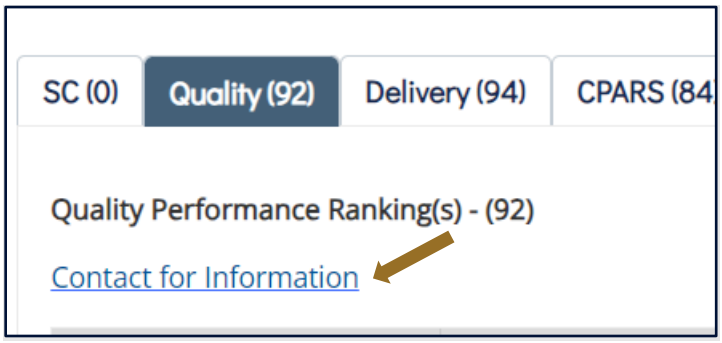


Figure 79: Supplier Risk Contact for Information Link

Clicking the link will display a pop-up with information on disputing any data inaccuracies for each specific record type.

Click "Ok" to close pop-up window.

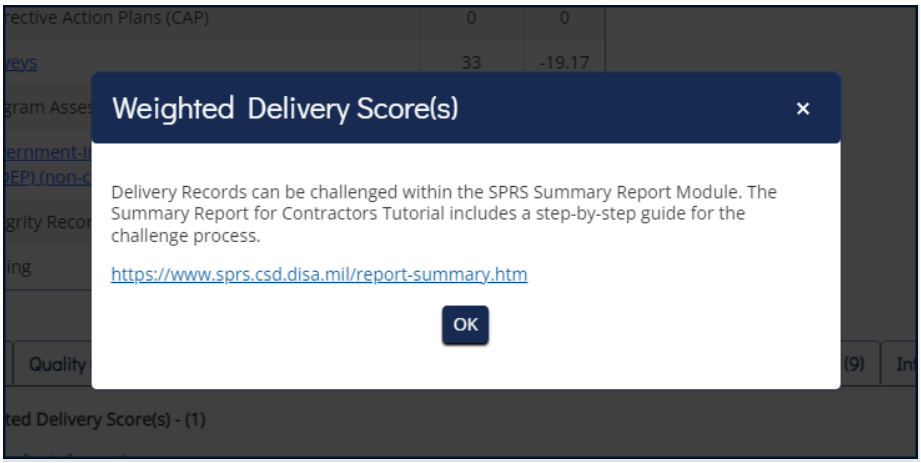


Figure 80: Supplier Risk Contact for Information Pop-Up

- **Compliance Information:** Displays additional compliance information for CAGE Code searched. This data is not used in scoring but for an all-in-one display purpose.
  - **Cybersecurity Maturity Model Certification:** "YES" indicates there is an affirmed CMMC Assessment, for any level, logged in SPRS. "NO" indicates there are no affirmed CMMC assessments present for the CAGE, or all assessments are considered expired or retracted.
  - **NIST SP 800- 171 Assessment:** "YES" indicates there is a NIST SP 800-171 Assessment, for any confidence level, logged in SPRS. "NO" indicates there are no NIST assessments present for the CAGE, or all assessments are considered expired.
- **Section 889 FAR 52.204-26 Representation:** SPRS utilizes the Reps & Certs Information from SAM.gov. If a vendor has self-certified in SAM to the FAR 52.204-26 Representation, then SPRS will display "YES" Active Records. If a company has not answered the questions, not registered in SAM, or SPRS API connection to SAM was unsuccessful then SPRS will display "NO".

Compliance Information	Active Records
Cybersecurity Maturity Model Certification (CMMC) Assessment	NO
National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 Assessment	YES
Section 889 FAR 52.204-26 (c) (1) Representation	YES
Section 889 FAR 52.204-26 (c) (2) Representation	YES

Figure 81: Compliance Information

7. PERFORMANCE REPORTS

SPRS gathers, processes, and displays data about the performance of suppliers.

7.1 SUMMARY REPORT

The Summary Report displays the Supply Code Classifications associated with the CAGE data received by SPRS within the last three (3) years. The landing page allows the user to define the report based on their PIEE profile. Users with access to more than one CAGE may select up to five CAGEs. The default report will return all data organized by the FSC/PSC Supply Code type. Users may select the NAICS Supply Code type to refine the report by entering specific Supply Code data.

Preview period records, negative records not used in scoring for a period of fourteen (14) days from added date are visible in the Summary Report and Detail Pos/Neg Records. Preview period records are not visible to acquisition professionals.

Data discrepancies may be addressed through the Challenge process initiated in this report.

To access Summary Report:
Select **Summary Report** from the Menu.

- Click into the **CAGE Code(s)** box to open dropdown
- Select up to five (5) CAGE Codes
- Click **Run Summary Report**
- Or further refine the search
    - Click **NAICS** to change the Supply Code type
    - Type or paste one or many comma delimited Supply Codes into **Supply Code** box

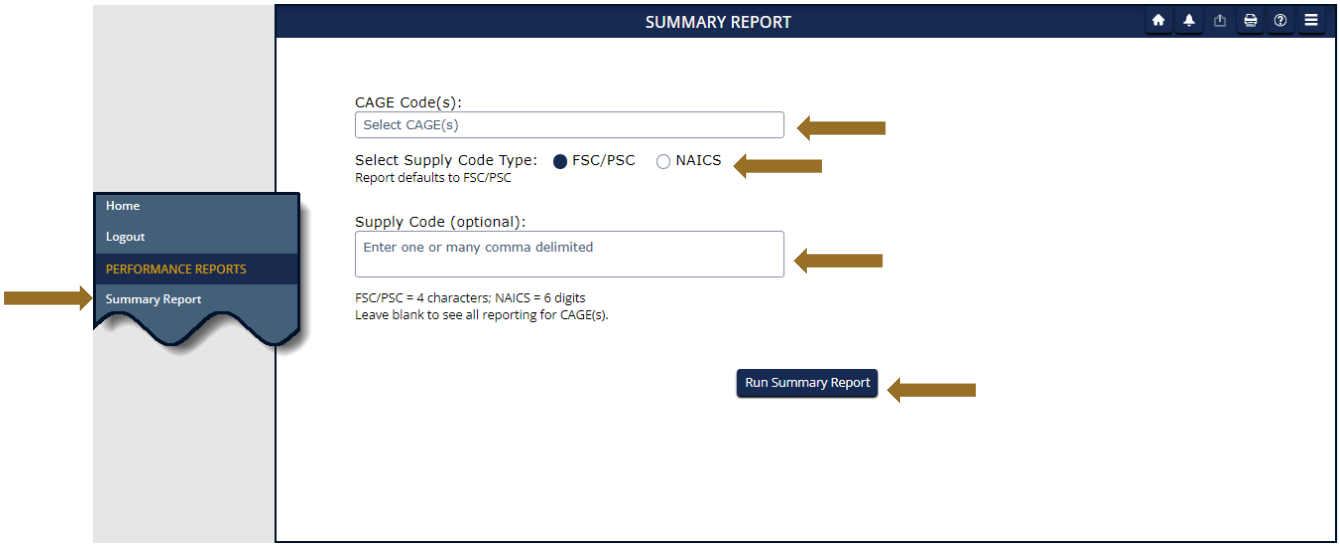


Figure 82: Contractor Summary Report Request

The Summary Report opens to an overview page. The top portion of the report displays the search fields prepopulated with the searched criteria, and the SPRS Color Legend. The bottom portion allows a quick glance of the CAGE(s) and Supply Codes selected that includes:

- Classification date
- CAGE, Company name and address
- Report timestamp
- Supply Code(s) for the selected Supply Code type
- Weighted Delivery Score
- Weighted Quality Performance Color
- Scored record counts in parenthesis ()
    - 'Preview records only' will display when only unscored data is available
    - 'No Data Available' will display when searched data combination does not exist

Navigation:

- Edit the search fields and click **Run Summary Report** to rerun report
- Click the **Supply Code** to view Detail Report
- Click the relevant Service in the Point(s) of Contact list to send email

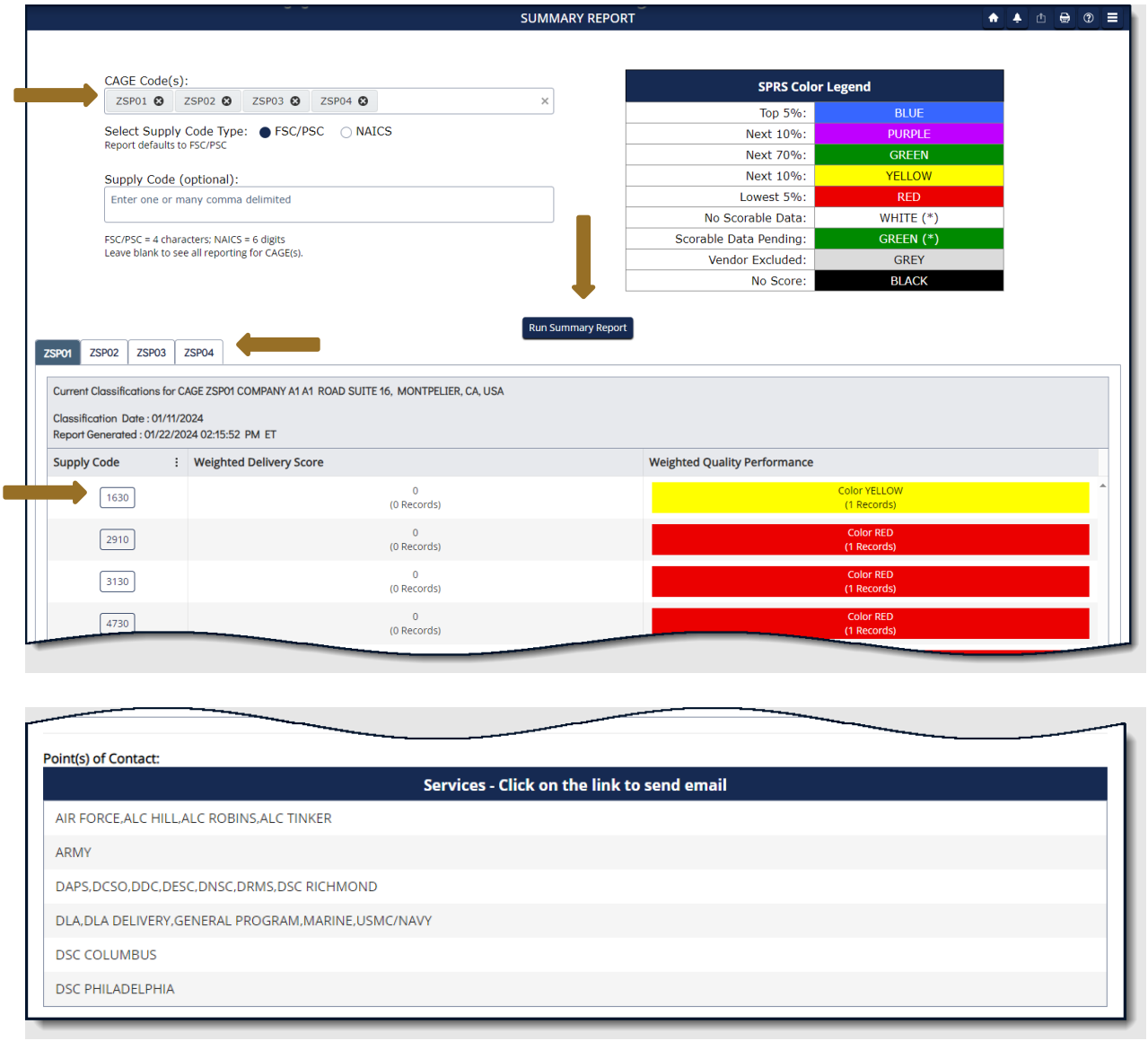


Figure 83: Summary Report

Summary Report Detail

The Detail Report retrieves the positive and negative records for the particular CAGE/Supply Code selected. The top section includes the searched criteria, challenge legend, vendor information: basic (default selection) or detailed buttons, and the negative (default selection) and positive records display buttons.

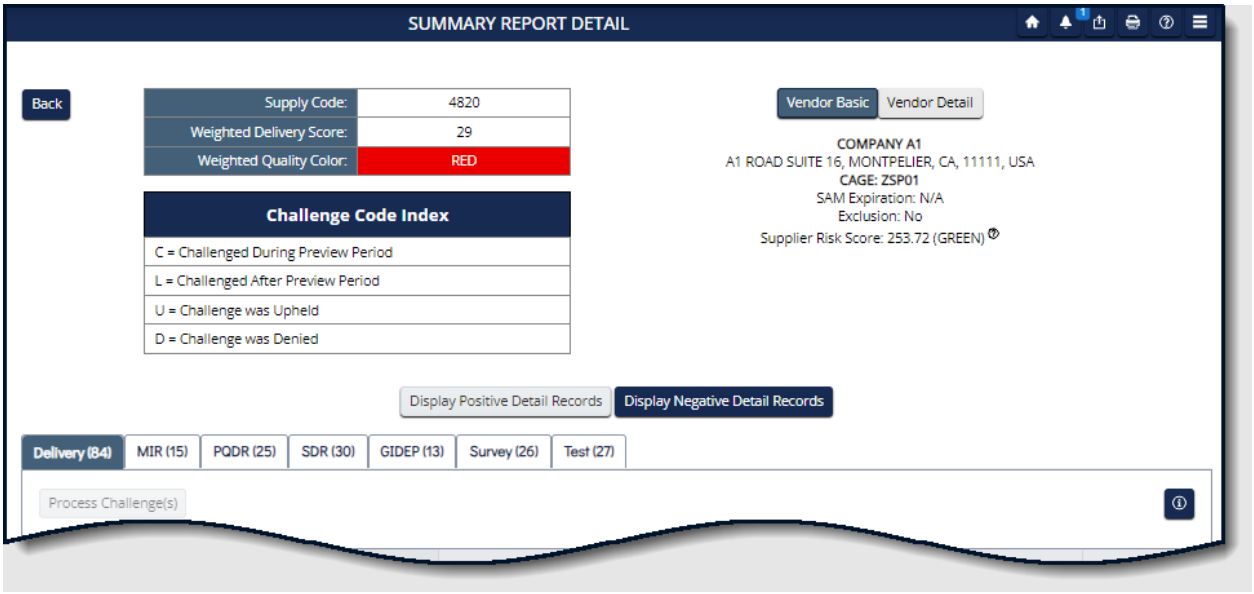


Figure 84: Summary Report Detail

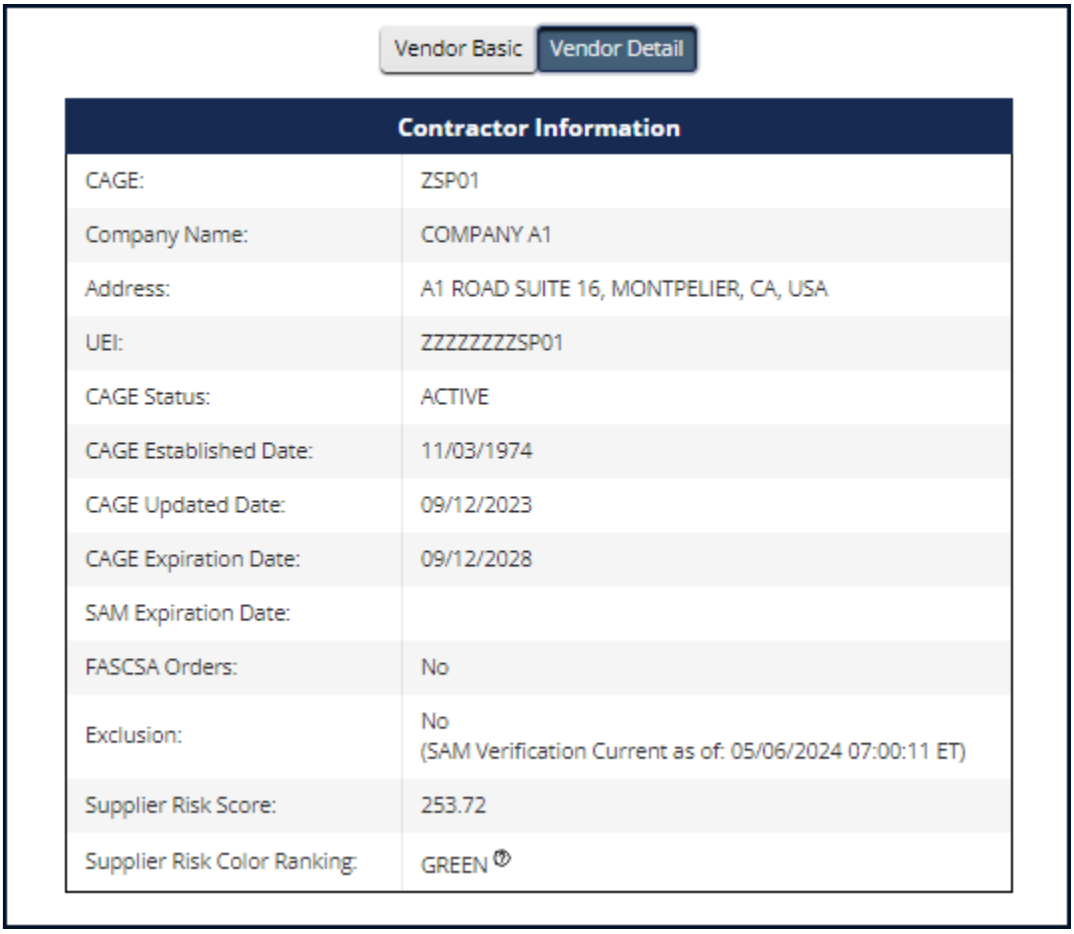


Figure 85: Summary Report Detail

The bottom section displays the negative or positive record types listed below, each on a separate tab. Record counts in parenthesis reflect the total of scored

and unscored records available for that record type. In the **Scored** column, a **Y** indicates a scored record and **N** indicates an unscored. Records can be unscored during the 14-day preview period, while adjudication after being challenged during the preview period, or awaiting new data after a challenge is upheld. The system lists unscored records first sorted by Contract Reference for Delivery records, and Serial or Report Control number for quality records. The system lists scored records next, sorted the same way.

Negative Record Types:

- **Delivery** – Delivery Records
- **MIR** – Material Inspection Record(s)
- **PQDR** – Product Quality Deficiency Report(s)
- **SDR** – Supply Discrepancy Report(s)
- **GIDEP** – Government-Industry Data Exchange Program Alert(s)
- **Survey** – Survey Report(s)
- **Test** – Test Report(s)

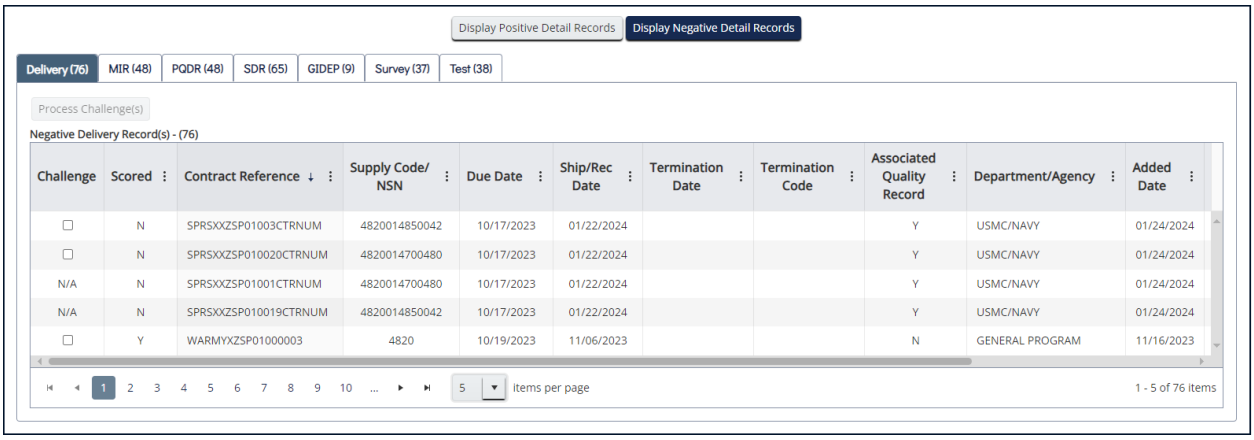


Figure 86: Summary Report Negative Detail

Positive Record Types:

- **Delivery** – Delivery Records
- **MIR** – Material Inspection Record(s)
- **Survey** – Survey Report(s)
- **Test** – Test Report(s)

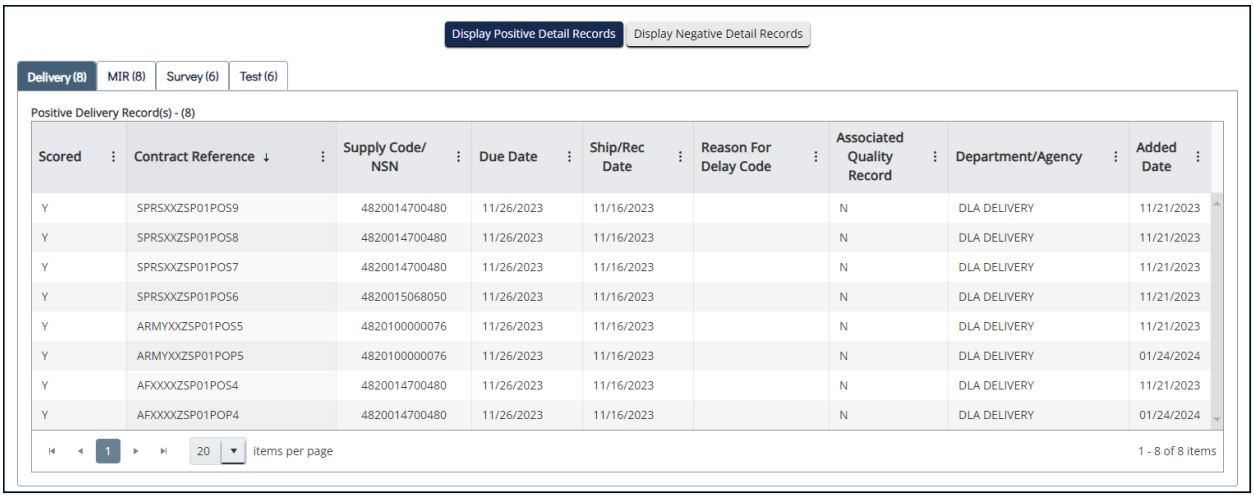


Figure 87: Summary Report Positive Detail

Navigation by single click:

- **Back** button to return to the overview page
- Record tab to review that record type
- **Display Positive Detail Records** to view positive data
- **Display Negative Detail Records** to view negative data
- **Process Challenge** after checking the record **Challenge** box
- Three vertical dots in the column title access a sort and filter menu
- Items per page selected from the dropdown
- Scroll bars to view information out of the page view

Users may challenge records they believe are inaccurate. Challenging a record requires objective quality evidence (OQE). Some examples of OQE include PDFs of government receiving reports (ex. WAWF), contract terms, and modifications. Correspondence with the Contracting Officer or Contracting Specialist, and Bill of Lading documents that show receiving date and signature.

Records may be challenged twice (2x). An N/A in the Challenge column identifies that the record is not available to challenge. There are two possible reasons: either the record has been challenged and is under review, or the record has been challenged twice.

Challenged preview period or unscored (N) records are not visible to the government or used in scoring while they are waiting for adjudication. **C** in the **Challenge Code** column identifies these records.

Challenged scored (Y) records are visible to government personnel and used in scoring. **L** in the **Challenge Code** column identifies these records.

The **Challenge Code** column shows **U** (Upheld) or **D** (Denied) after adjudication. The system uses Denied records in scoring but waits for revised data before scoring Upheld records.

NOTE: *Instructions for challenging a record are available in Appendix D: CHALLENGE PROCESS.*

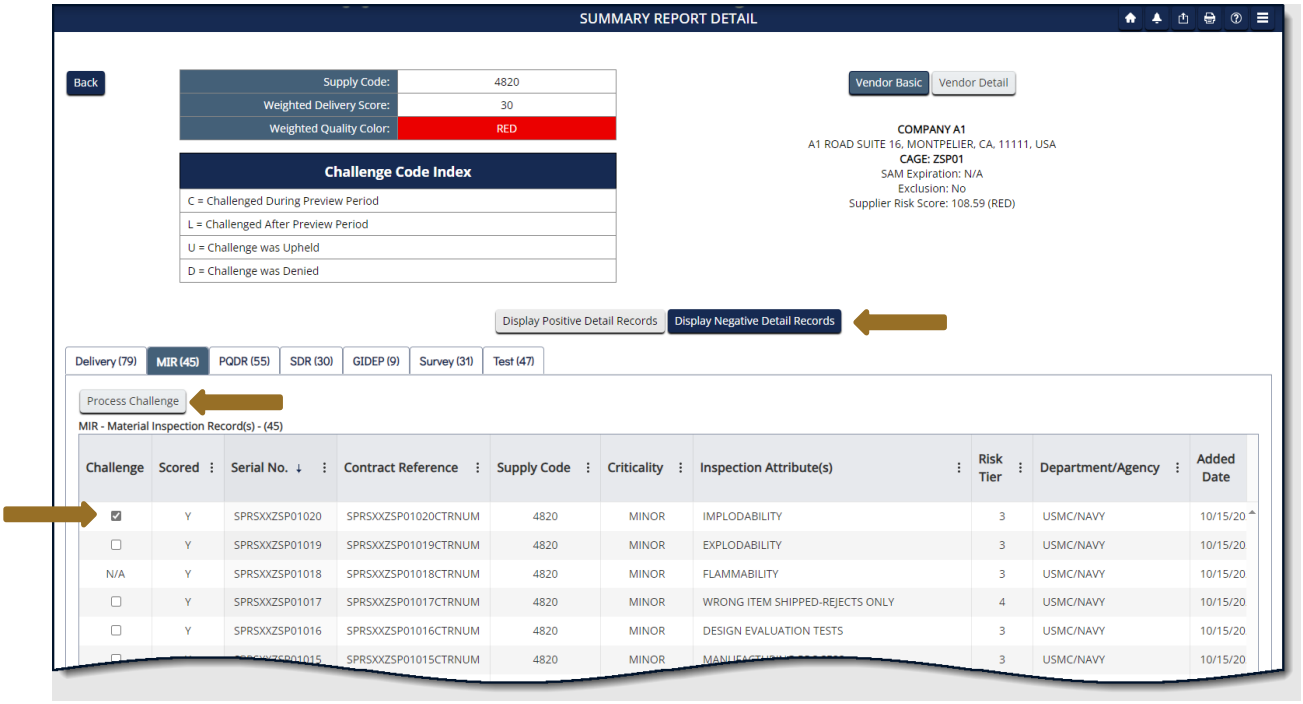


Figure 88: Contractor Detailed Report

After selecting one or many records, click the **Process Challenge** button to open the dated Challenge Submission pop-up with the destination email address, selected record(s), and record details. Provided for the user is a mandatory **Enter Message** box to explain why they believe the record is inaccurate. The **Select files** button, allows the user to attach supporting documentation. Users will not receive a copy of the email but may click the **Save As PDF** button to save a copy before clicking **Submit** to email the adjudicator(s).

Navigation by single click (Challenge submission):

- Type a short, detailed message in **Enter Message** box
- **Select Files** to attach files, OQE, supporting the challenge message
- **Save As PDF** to save a PDF copy of the challenge
- **Submit** to email the POC identified for the record
- **Cancel** to clear submission & return to Summary Report Detail

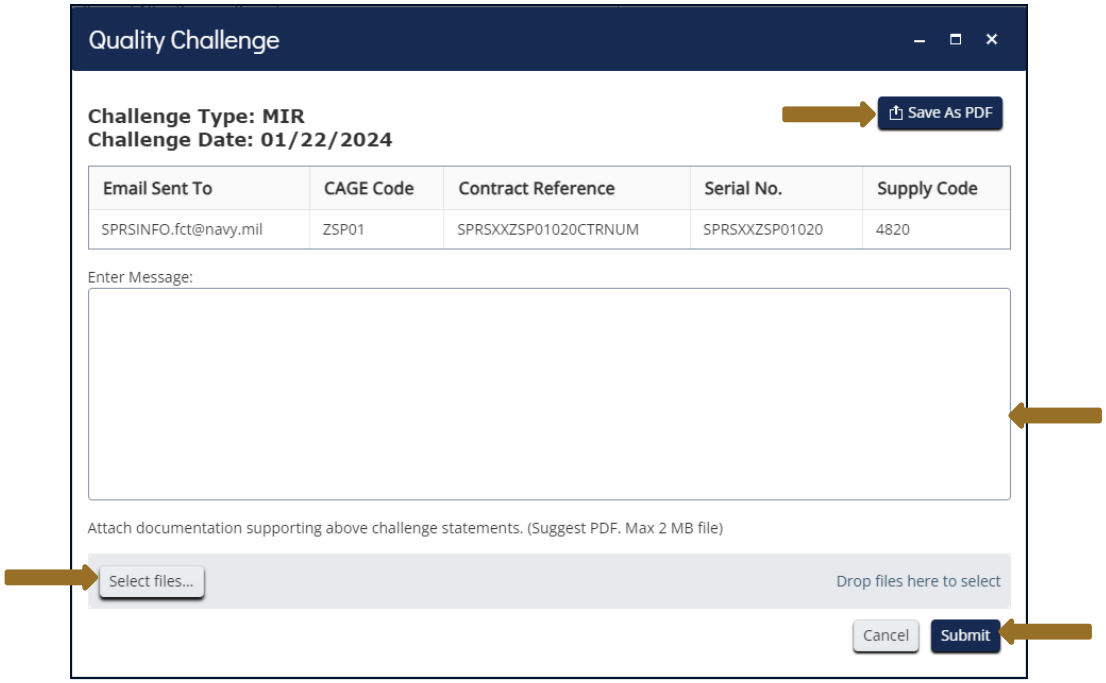


Figure 89: Challenge Record Email

NOTE: *Users will not receive a copy of the original email. They will receive an email once the challenge has been adjudicated, explaining the decision to uphold or deny.*

7.2 DETAIL POS/NEG RECORDS

The Detail Pos/Neg Records report, similar to the Summary Report, displays the Supply Code classifications associated with the users CAGE data received by SPRS within the last three (3) years. However, this simplified report does not include scoring, or segregate data by Supply Code. The report segregates by data type all positive or negative records associated with the selected CAGE from the users PIEE profile. The user may refine the report by entering specific Supply Codes of either Supply Code type: FSC/PSC or NAICS.

Delivery records are negative for the following reasons: terminated by default, no Ship/Receiving date received, or Ship/Receiving date received is past Due Date. Quality records are negative as identified by the data source.

The report includes scored and unscored, preview period, records. The preview period for a record is fourteen (14) days from the added date and applies only to negative records. Preview period records are visible here and in the Summary Report to the vendor only. They are not included in reporting provided to acquisition professionals.

Use the Challenge process to address any data inaccuracy identified in this report. See Summary Report or **Appendix D: CHALLENGE PROCESS** for instructions.

To access the Detail Pos/Neg Records:
Select **Detail Pos/Neg Records** from the Menu.

- Select a CAGE from the dropdown
- Click either Display button (Positive or Negative Detail Records)
- Or, further refine the search
  - Click NAICS to change the Supply Code type
  - Type or paste one or many comma delimited Supply Codes into Supply Code box

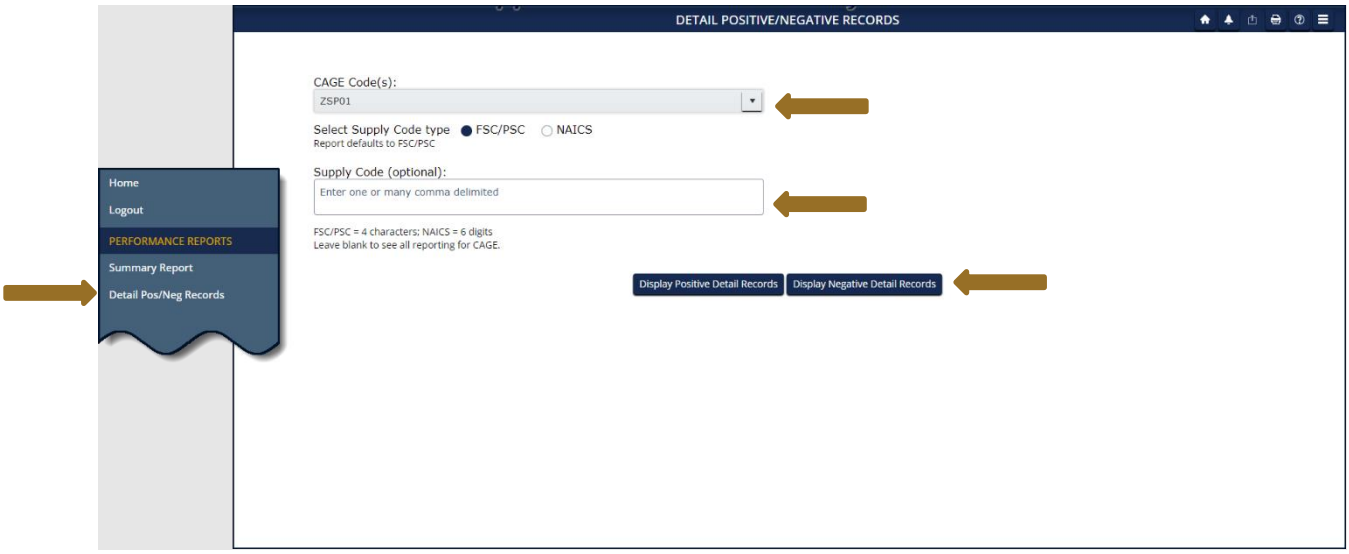


Figure 90: Detail Pos/Neg Records Report Request

The top section includes the search fields with the searched criteria, vendor information: basic (default) or detailed, and Toolbar.

The bottom section displays the selected negative or positive records. Record types listed on tabs display the record count in parenthesis (). The count is the total of negative scored and unscored or positive records available for that record type. In the **Scored** column, a **Y** indicates a scored record and **N** indicates an unscored, preview period, record.

Negative Record Types:

- **Delivery** – Delivery Records
- **MIR** – Material Inspection Record(s)
- **PQDR** – Product Quality Deficiency Report(s)
- **SDR** – Supply Discrepancy Report(s)
- **GIDEP** – Government-Industry Data Exchange Program Alert(s)

- **Survey** – Survey Report(s)
- **Test** – Test Report(s)

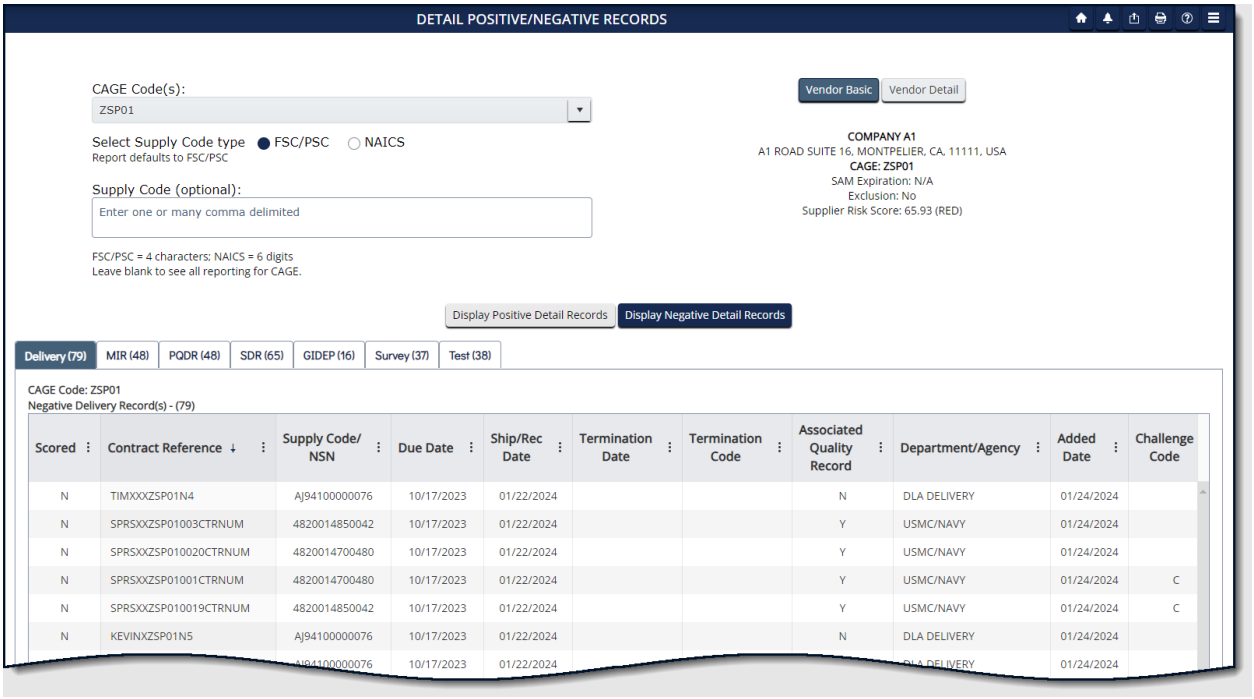


Figure 91: Detail Negative Recordshi

Positive Record Types:

- **Delivery** – Delivery Records
- **MIR** – Material Inspection Record(s)
- **Survey** – Survey Report(s)
- **Test** – Test Report(s)

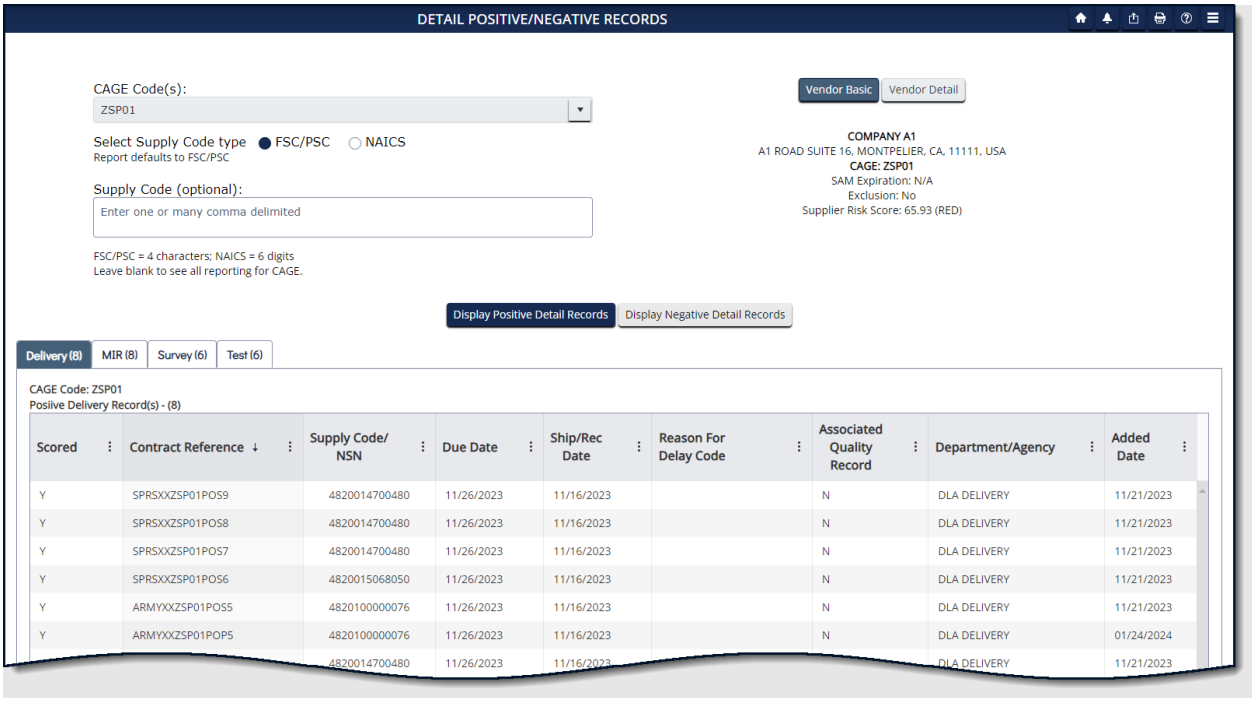


Figure 92: Detail Report Positive Records

Navigation by single click:

- Record tab to review that record type
- **Display Positive Detail Records** to view positive data
- **Display Negative Detail Records** to view negative data
- Three vertical dots in the column title access a sort and filter menu
- Column title to sort by ascending/descending (excluding **Scored**)
- Items per page selected from the dropdown
- Scroll bars to view information out of the page view

NOTE: *Identify the FSC/PSC for any records believed to be inaccurate to make it easier to challenge the record in the Summary Report (See Appendix D: CHALLENGE PROCESS). The FSC/PSC is the first four (4) characters of the NSN.*

7.3 SUPPLY CODE RELATIONSHIP REPORT

The Supply Code Relationship report displays the current relationships between Federal Supply Code/Product Service Code (FSC/PSC) and North American Industry Classification System (NAICS) supply types. Government buying offices use FSC/PSC codes to categorize the various government products, supplies, and services. NAICS codes identify products and services by industry or business sector.

SPRS collects source data in either supply type, FSC/PSC or NAICS. This report identifies the translation SPRS uses to convert one supply type to the other.

SPRS uses relationship data from the PSCTool, https://psctool.us/home, maintained by the Defense Pricing and Contracting (DPC) office and the Federal Procurement Data System Product Codes Manual for these translations.

Users may search for specific supply codes or run the report to see all relationships organized by the supply type selected.

To access Supply Code Relationship:

Select **Supply Code Relationship** from the Menu.

- Select the **Search/Sort by** Supply Type for the search, default FSC/PSC
- Enter up to five (5) different Supply Codes in the Code List
- Click **Search**
  Or
- Click **Show All**

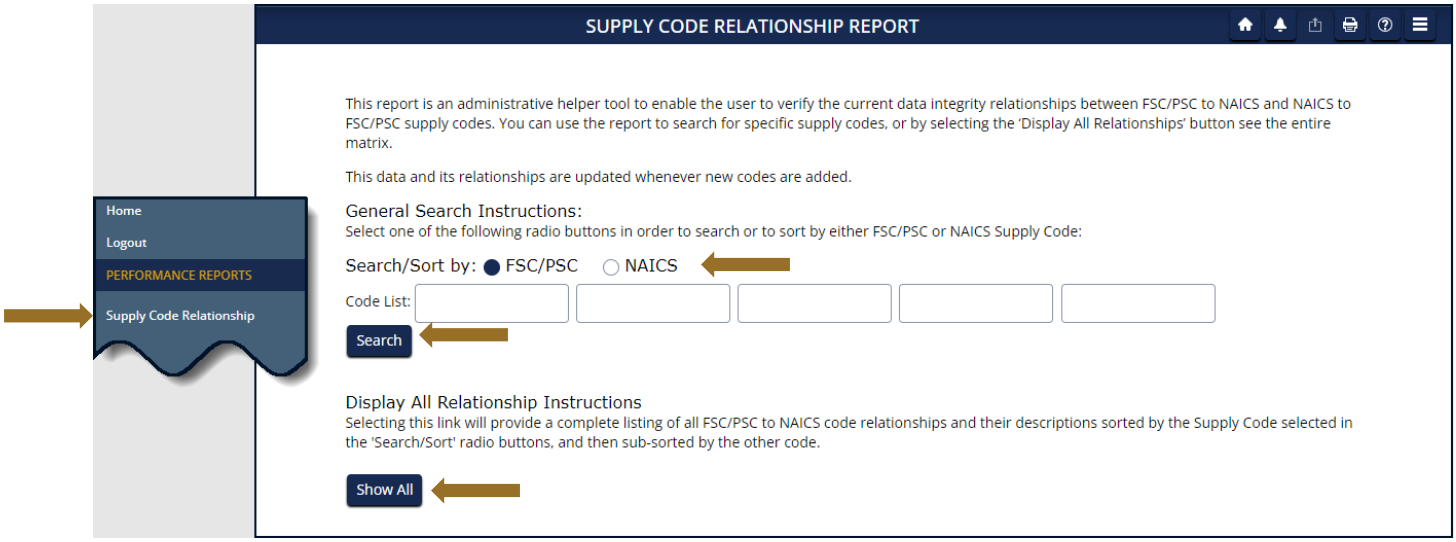


Figure 93: Supply Code Relationship Request

The top section includes the search fields with the searched criteria, if applicable.

The bottom section displays the Supply Type, Supply Code, and Description for both the searched and result data.

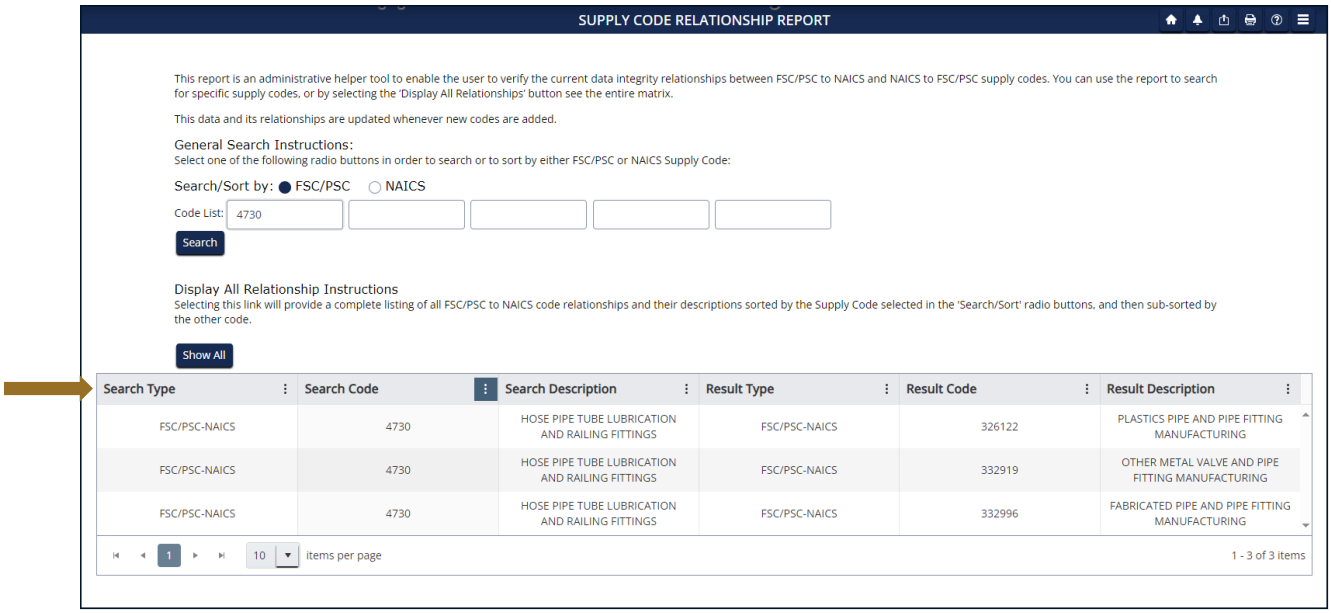


Figure 94: FSC/PSC to NAICS example

Navigation by single click:

- **Search** to view specific Supply Codes
- **Show All** to view all Supply Code Relationship data
- Three vertical dots in the column title access a sort and filter menu
- Items per page selected from the dropdown

8. SERVICE

8.1 FEEDBACK/CUSTOMER SUPPORT

Feedback/Customer Support allows the user to submit feedback, suggestions and questions about the application to the SPRS Program Management Office (PMO). Responses to these communications will be visible in the same Feedback/Customer Support module within 48 business hours. Additional comments or questions on the topic may be added to this numbered conversation until it is closed.

To access Feedback/Customer Support:
Select **Feedback/Customer Support** from the Menu or the Feedback button at the top of the page.

NOTE: *This section is not for 'challenge' or disputed data information.*

- Click **New Feedback** to begin

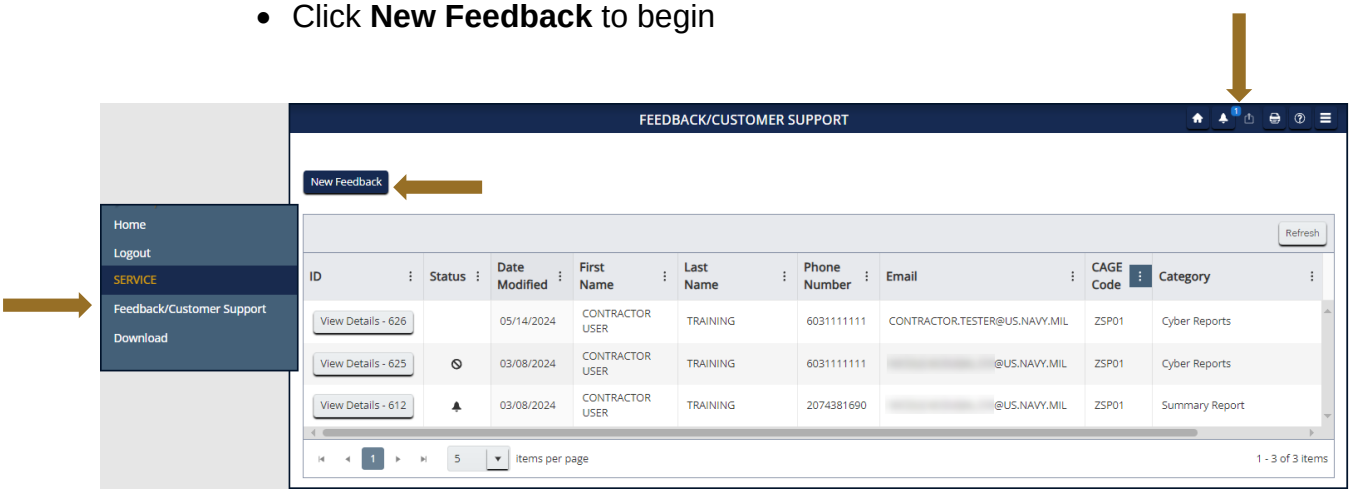


Figure 95: Feedback/Customer Support Window

- Select **CAGE code** from the dropdown
- POC name and email are prepopulated
- Select appropriate **Category** from the dropdown list
- Enter POC **Phone**
- Enter **Other Category** title if category selected is "Other Category"
- Add comments to the **Comment** section
- Click **Select files** button to attach files (If troubleshooting an issue, it may be helpful to attach a screenshot)
- Click the **Submit** button
- Or click **Cancel**, entries will not be saved

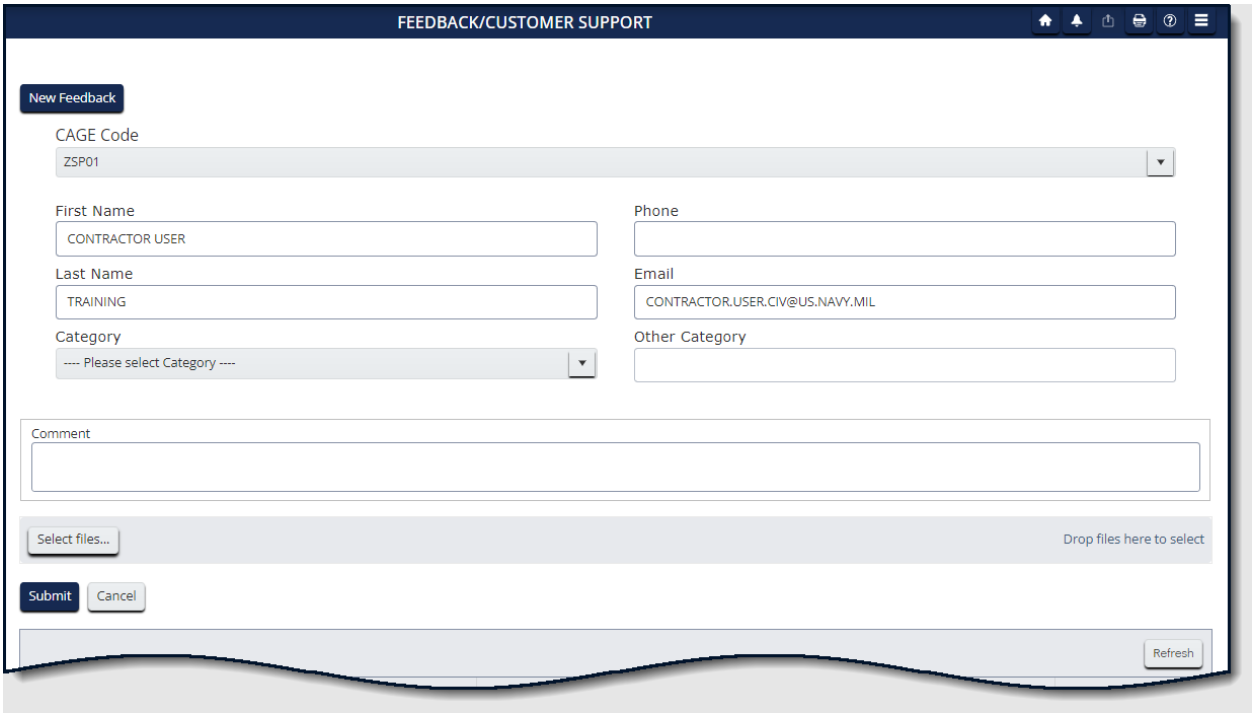


Figure 96: Feedback/Customer Support Window

The submission will appear in the grid below with a conversation identification number (**ID**) and basic details, including the date that the conversation was last modified. The **Date Modified** column is the default sort for conversations with most recent listed first.

A number will appear near the Feedback toolbar button ( ) in the header when a response is available.

- Click the **Feedback** bell icon or **Feedback/Customer Support** from the left-hand menu
- Click the **View Details** button to view response(s) or add comments

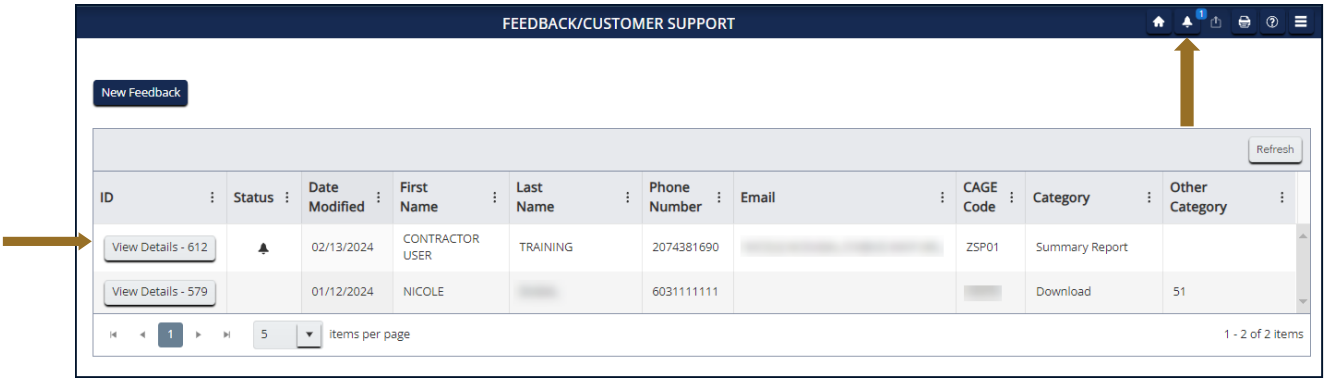


Figure 97: Feedback/Customer Support Submitted

- Click the three vertical dots in a column title to sort or filter.
- A bell icon in the **Status** column indicates a response has been sent
- A circle with a line in the **Status** column indicates the conversation is closed

- Conversations are closed the Friday of the week following the last comment response.

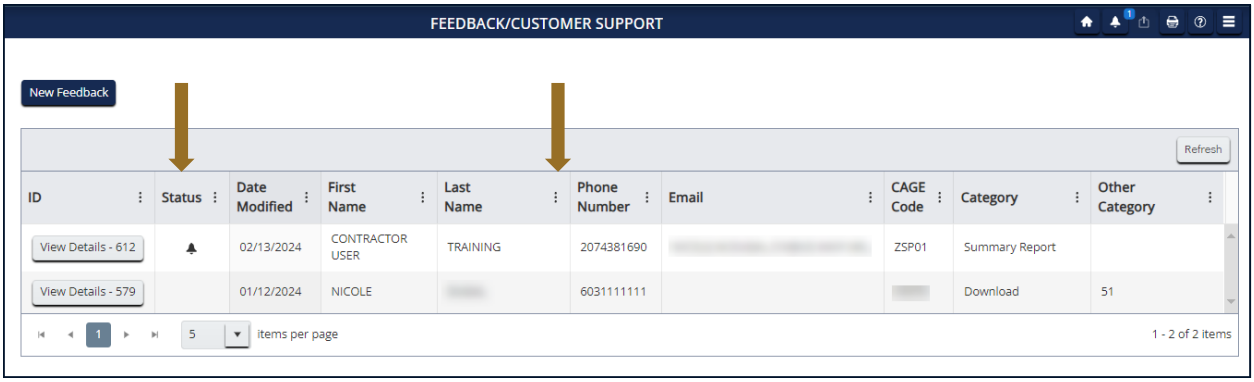


Figure 98: Feedback/Customer Support Status

8.2 DOWNLOAD

The Download module serves as a repository for all downloaded reports requested within the last five (5) days. Download ready files are listed after being requested in other SPRS modules.

To receive a download, select the Export button in the Toolbar. SPRS will export into excel the report of the module where the Downloads button was selected.

Figure 99: Export

SPRS will send, an emailed message indicating that a requested file is ready for download.

NOTE:Users should check their Spam or Junk folders for the email notification.

To access Download:

Select **Download** from the Menu.

The table displayed contains the following information:

- **Requested Date** – is the day and time the user requested the file from a specific module
- **Export Module** – is the specific module that generates the file upon request
- **Export Criteria** – represents the values filtered by the user to generate the report
- **Filename** – is the module_CAGE_and date/time from which the file is generated
- **Download Status** – will read either in Queue or Ready to Download
- **Downloaded Date** – is the date and time the file was last retrieved by the user.

NOTE: *The file will only be available for five (5) days from the time of its generation. After that period, a new report will need to be requested through the originating module*

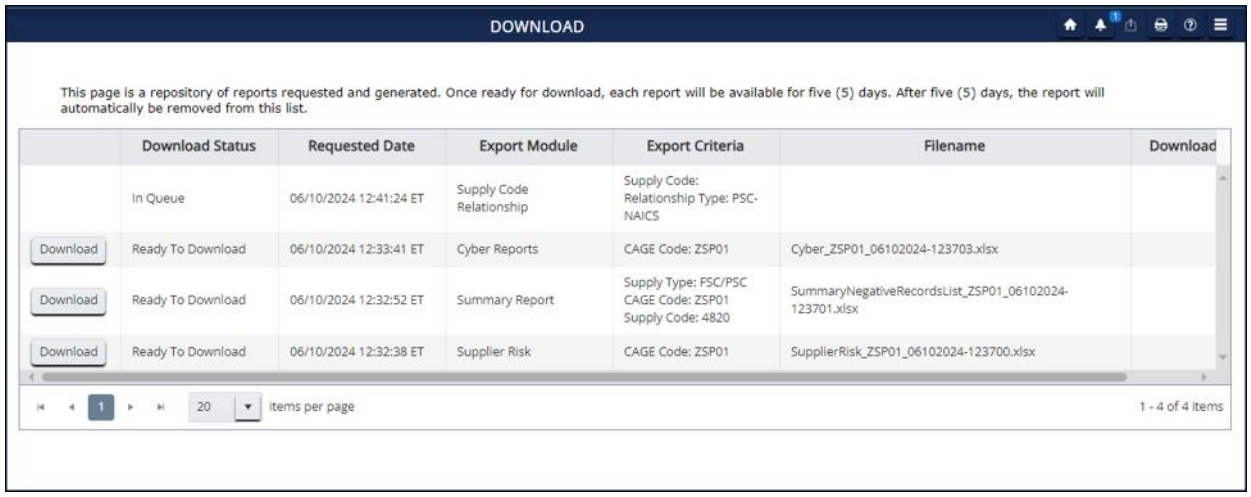


Figure 100: Download module

9. TRAINING MATERIALS

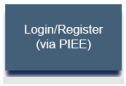
The SPRS web page provides a variety of public resources accessible by selecting from the pop-out menu and buttons.

To access the SPRS web page:

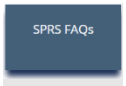
Select the  icon from the Menu in the SPRS application, or ***https://www.sprs.csd.disa.mil/***.

Figure 101: SPRS Web Landing Page

Navigation:



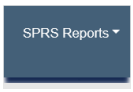
- Login/Register (via PIEE) button for redirection to the Procurement Integrated Enterprise Environment (PIEE)



- Frequently Asked Questions for using the SPRS Application

- Cyber Reports (CMMC & NIST) for CMMC and NIST SP 800-171 to display related training and information

- OSD Instructions GPC & Contracting button to display a PDF of Recommended SPRS Reports for MPT Card holder Review



- SPRS Reports button to display information for select SPRS reports


Click the Menu icon to display a pop-out menu

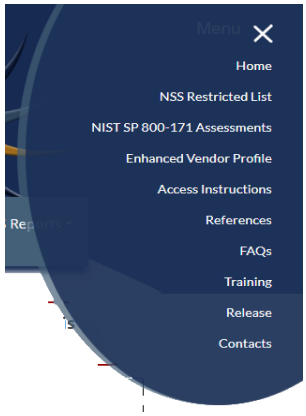


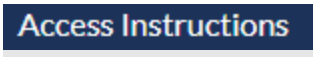
Figure 102: SPRS Pop-Out Menu

- Return to the SPRS web-landing page

- Restricted Government-only

- Restricted Government-only

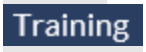
- Restricted Government-only



- Access Instructions for Government and Supplier/Vendor

- User Guides and relevant policy guidance

- SPRS Frequently Asked Questions (FAQs)



- SPRS on-line and instructor-led Training Opportunities

- SPRS application changes

- SPRS program office contact information

REFERENCED DOCUMENTS

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

DOCUMENTS REFERENCED IN THIS USER'S GUIDE	
DOCUMENT	LOCATION
Privacy Act of 1974	***https://www.justice.gov/oip/foia-resources***
SPRS Evaluation Criteria	***https://www.sprs.csd.disa.mil/pdf/SPRS_DataEvaluationCriteria.pdf***
SPRS CMMC Quick Entry Guide Level 1	***https://www.sprs.csd.disa.mil/pdf/CMMCQuickEntryGuide.pdf***
SPRS CMMC Quick Entry Guide Level 2	***https://www.sprs.csd.disa.mil/pdf/CMMCL2SelfQuickEntryGuide.pdf***
SPRS NIST Quick Entry Guide	***https://www.sprs.csd.disa.mil/pdf/NISTSP800-171QuickEntryGuide.pdf***
DFARS 204.7603	***https://www.acquisition.gov/dfars/204.7603-procedures***
DoDI 5000.79	***https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500079p.PDF?ver=2019-10-15-115609-957***

GLOSSARY

This section provides definitions for acronyms, abbreviations and terms used in SPRS.

ACRONYM/ ABBREVIATION	DEFINITION
AO	Affirming Official
C3PAO	CMMC Third-Party Assessor Organization
CAGE Code	Commercial and Government Entity Code
CAM	Contractor Account Administrator
CAP	Corrective Action Plan
CAR	Corrective Action Request
CDA	Central Design Activity
CMMC	Cybersecurity Maturity Model Certification
DIBCAC	Defense Industrial Base Cybersecurity Assessment Center
DLA	Defense Logistics Agency
DoD	Department of Defense
EBPOC	Electronic Business Point of Contact
FLIS	Federal Logistics Information System
FPDS	Federal Procurement Data System
FSC/PSC	Federal Supply Classification/Product Service Code
JDRS	Joint Deficiency Reporting System
HLO	Highest Level Owner
NAICS	North American Industry Classification System
NIST SP	National Institute of Standards and Technology Special Publication
NSLC	Naval Sea Logistics Center
NSN	National Stock Number
NSS	National Security Systems
OQE	Objective Quality Evidence
OSA	Organization Seeking Assessment
PDF	Portable Document Format
PDREP	Product Data Reporting and Evaluation Program
PIEE	Procurement Integrated Enterprise Environment
PMO	Program Management Office
POC	Point of Contact
POD	Proof of Delivery
PQDR	Product Quality Deficiency Report
SAM	System for Award Management

ACRONYM/ ABBREVIATION	DEFINITION
SPRS	Supplier Performance Risk System
UEI	Unique Entity Identifier
UID	Unique Identifier
WAWF	Wide Area Workflow

SPRS USER ROLES

TERM	DESCRIPTION
Contractor/Vendor (Support Role) Access	View company information View Vendor Summary Reports View company CMMC and NIST SP 800-171 Assessments View CAGE Hierarchy Execute Supply Code Relationship Reports Execute Supplier Risk Report View Vendor Detailed Reports File a Challenge, if necessary Provide customer feedback
SPRS Cyber Vendor User Access	Add/Affirm/Edit/View company CMMC and NIST SP 800-171 assessment results View CAGE Hierarchy

TROUBLESHOOTING

Should assistance with SPRS be required, read the following troubleshooting hints and tips to help determine the point of contact (POC) for assistance.

Common SPRS Issues		
PROBLEM	**DIAGNOSIS**	**POC**
SPRS doesn't execute	Confirm using recommended browser. List available on the application main page.	Once browser is confirmed, email ***sprs-helpdesk@us.navy.mil*** for additional assistance
SPRS is not running efficiently. Isolated or widespread?	If widespread, possible local PC issue or local network issues. Try refreshing the page.	Local IT personnel (a trace route and/or a set of pings would be helpful) If Local IT cannot resolve, email ***sprs-helpdesk@us.navy.mil***
SPRS is unavailable	SPRS may be running a batch job which typically run between 2300 and 0200 GMT	If outside batch job timeframe, email ***sprs-helpdesk@us.navy.mil***
* When local network engineers are involved, a trace route or a set of pings or both would be very helpful to have when calling.		

For any problems or questions while using the system, contact the Help Desk at: ***sprs-helpdesk@us.navy.mil*** for assistance.

NOTE: *When emailing it is helpful to include the web browser, PIEE user id, the URL, and screenshots of the issue.*

MENU ITEMS

ITEM	DESCRIPTION
	Opens SPRS web landing page for resource tools
Home	Returns the user to the SPRS application landing page
Logout	Used to log out of SPRS
COMPLIANCE REPORTS	
Cyber Reports	Enables authorized users to enter results and DoD to assess a contractor's implementation of NIST SP 800-171 and CMMC
CAGE Hierarchy	Identifies the CAGEs associated with the user's profile in PIEE and their relationship to each other
RISK ANALYSIS REPORTS	
Supplier Risk Report	Supplier Risk Score and the data that it comprises
PERFORMANCE REPORTS	
Summary Report	Allows users to monitor the records used to calculate the Quality, Delivery, and Supplier Risk scores for specified CAGE or CAGE/Supply Code and challenge inaccurate data
Detail Pos/Neg Records	Displays the same records found in the Summary Report organized into simple Positive or Negative reports with Preview Period Records (Negative reports only) sectioned for quick review
Supply Code Relationship Report	Identifies the current data integrity relationships between FSC/PSC to NAICS and NAICS to FSC/PSC supply codes
SERVICE	
Feedback/Customer Support	Allows users to ask questions and provide suggestions to improve the application
Download	Allows users to have an Excel Spreadsheet of a report. Once the Export button is pressed on the report, when ready it will appear in the Download module.

CHALLENGE PROCESS

Delivery Scores and Quality Performance are calculated on a daily basis. Fluctuation in scoring may be the result of other vendors' scoring and not the result of a change in the CAGE data. It is the responsibility of the user to monitor their SPRS data and 'challenge' when they believe data is inaccurate. Users must have objective quality evidence (OQE) to support their claim.

Steps to Challenge a Record in the SPRS application:

1. Identify the FSC/PSC associated with the inaccurate record
    a. The FSC/PSC is the first four (4) characters of the NSN
2. Note the record type (Delivery, MIR, PQDR, etc.)
3. Click the Summary Report in the Menu bar
4. Select the CAGE and click the **Run Summary Report** button
5. Click the relevant FSC/PSC to open the Detail Report
6. Click the relevant record type tab (Delivery, MIR, PQDR, etc)
7. Locate the inaccurate data record
8. Click the box in the Challenge column of the record
9. Click the **Process Challenge(s)** button just below the record type tabs
10. A window will open labeled **Delivery Challenge** or **Quality Challenge**
11. Write a brief comment detailing reason(s) for challenge in the message area
12. Click the **Select file(s)** button to attach the OQE
13. Optional* Click the **Save As PDF** button to save a copy of the submission
    a. Users do not receive a copy of the email
14. Click the **Submit** button
15. A **System update in progress** pop-up will appear and remain until process completion
16. Click the **Ok** button when the **Email sent** pop-up appears

Click the **Cancel** button to close Challenge without sending, records will be cleared, and no draft will be saved

The government POC adjudicator may request more information or simply uphold or deny the challenge. Users will receive a SPRS system email indicating the decision when the action has been completed.

A record may be challenged consecutively a maximum of two times.

Challenge status is identified in the 'Challenge Code' column of the record. Codes and descriptions are available in the Challenge Code Index above the data record tabs.

NOTE: *For additional Challenge information please see Section 7.1 Summary Report*

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