



eSRS Contractor User Guide

Last Updated January 23, 2015

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Revision Notes:

Revision	Date	Description
1.1	01/23/2015	Updates to Reporting Instructions manual refresh, corrections, and added references to additional resources for users.

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Section 1 eSRS Basics

1.1 System Background

As part of the President's Management Agenda for Electronic Government, the Small Business Administration (SBA), the Integrated Acquisition Environment (IAE), and a number of Agency partners collaborated to develop the next generation of tools to collect subcontracting accomplishments. This government-wide tool is known as the eSRS. This Internet-based tool will streamline the process of reporting on subcontracting plans and provide agencies with access to analytical data on subcontracting performance. Specifically, the eSRS eliminates the need for paper submissions and processing of the SF 294's, Individual Subcontracting Reports, and SF 295's, Summary Subcontracting Reports, and replaces the paper with an easy-to-use electronic process to collect the data.

To learn more, please review the home page materials that discuss the system's background, reporting requirements, and the eSRS legislation, regulations and OMB Guidance.

1.2 About this User Guide

This user guide is intended for Contractor users of the eSRS.gov system who are required to complete their subcontract reporting for federally awarded contracts. The guide will help these users utilize the system to create and manage their contract reporting and review their sub-contractor reports. Both Prime and Sub contractor reporting is completed in the eSRS.gov system.

1.3 Getting Help with eSRS

1.3.1 The Help Desk

- I. Users can access the Federal Service Desk (FSD) directly from within the system. FSD is the help desk organization that provides help desk support for eSRS.gov.
- II. A link to the FSD is presented on the home page in the right-hand side bar. This link can also be found when logged into the system at the bottom of each page.

Navigation to Access FSD on eSRS.gov

Documents

User Guides

» [FSRS Awardee Guide](#)

Training Materials

» [FSRS Awardee User Demonstration](#)

News

Question of the Month:

Who is required to file a FFATA report in FSRS? [View the answer](#)

New! As of October 29, 2010, FSRS.gov now supports both contracts and grants sub-award reporting. Prime awardees, [click here](#) to register or log-in.

Viewer Software:

Some documents linked from this page are in PDF, Flash, or PowerPoint format. To view these files, you may need to download:

» [Adobe Acrobat Reader](#)
» [Adobe Flash Player](#)
» [Microsoft PowerPoint Viewer 2007](#)

For questions about FSRS, contact:

» Your contracting officer for questions about FSRS applicability to your contracts.

» [For Help: Federal Service Desk](#)



- III. Clicking on the FSD link opens a transition page introducing the Federal Service Desk (FSD) where users can secure assistance.

FSD Transition Page

The screenshot shows a transition page with a blue header containing the eSRS logo and text. Below the header is a dark blue banner with the "Federal Service Desk" logo and the text "Start here for help on US Government contracts." Below this banner, a message states: "You will be re-directed to the Federal Service Desk in 30 seconds. Click the logo above if you would like to be redirected immediately." The main content area is white and contains the following text:

INTRODUCING...

The Federal Service Desk

eSRS Users:

We are pleased to introduce you to a new source of help for your questions concerning the Electronic Subcontracting Reporting System (eSRS). Although FSD will be handling technical calls only, you will be able to submit a non-technical question via the "Submit New Request" or speak to a representative to receive the email address of the eSRS Agency Coordinator and Point of Contact for the Agency you are reporting to or the Small Business Administration's (SBA) Procurement Analyst assigned to answer Subcontracting questions.

The Federal Service Desk (FSD) launched in June 2009 as a project of the GSA's Integrated Acquisition Environment (IAE). At the Federal Service Desk (fsd.gov) you can now:

- Find information you need by searching several ways in the Answer Center
- Submit a request online for Non-Technical (Policy) and Technical service
- Check on your help desk ticket online
- Give us feedback on Frequently Asked Questions
- Chat live with a Customer Service Representative
- Phone us toll free at 1-866-606-8220
- Phone us internationally at 334-206-7828

Over the next year or so, additional systems will gradually transition to FSD for their help desk support. We hope you take advantage of the full range of services offered at www.fsd.gov.

[Privacy Policy](#)

- IV. Users are automatically re-directed to the FSD 30 seconds after navigating to the transition page.



1.3.2 Resources Page

- I. When logged into the system, in the main navigation bar at the bottom of any system page, users will see a link to access a resources page. This page presents resources for the user related to the utilization of the eSRS system.

Resources Page

Resources

Quick Reference Guides

- [Quick Reference for Federal Government Contractors Filing SSR for Commercial Plan](#)
- [Quick Reference for Federal Government Contractors Filing SSR for Individual Plan](#)
- [Quick Reference for Federal Government Contractors Submitting SDB Participation Report](#)
- [Quick Reference for Federal Government Contractors Submitting SDB Year-End Report](#)
- [Quick Reference for Federal Government Prime Contractors Filing ISR](#)
- [Quick Reference for Federal Government Subcontractors Filing ISR](#)
- [Quick Reference Recommendation for Federal Government Employees Generating Reports](#)

Webinars

<p>For Contractor Users:</p> <ul style="list-style-type: none">• Contractor Submitting an Individual Subcontract Report (ISR)• Contractor Submitting an Summary Subcontract Report (SSR - Individual)	<p>For Government Users:</p> <ul style="list-style-type: none">• Government Review of the Individual Subcontract Report (ISR)• Government Review of the Summary Subcontracting Report (SSR)
--	--

- II. On this page, users will find Quick Reference Guides and Webinars.



1.3.3 Additional Resources

At the bottom of every page, when logged into the system, additional contractor references are provided. This includes specific individual instructions for each report type. This user guide provides a general reference to using the system and the quick reference guides provide specific guidance on completing reports.

Additional Quick Reference Links – Bottom of page

[For Help: Federal Service Desk](#) [Turn Accessibility Mode On](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) [SSR for Individual Plan](#) [Prime Filing ISR](#) [SSR for Commercial Plan](#) [Subcontractor Filing ISR](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [Contractor Submitting an Individual Subcontract Report \(ISR\)](#) [Contractor Submitting an Summary Subcontract Report \(SSR - Individual\)](#) Version 3.4

1.4 Log-In to eSRS

1.4.1 System Tied with FSRS

Users registered in the Federal Funding Accountability and Transparency Act Subaward Reporting System (www.fsrs.gov) are able to access the eSRS system with the same log-in credentials as used for FSRS. If you register for a new account in the eSRS system, you will be able to login to the FSRS system with the same credentials. In addition, authenticated (logged-in) users are able to toggle between the eSRS.gov and FSRS.gov applications seamlessly by clicking on the link in the upper right hand corner of any page, “Log-in to eSRS” or “Log-in to FSRS,” depending on the system in which you are currently working.

FSRS Log-In Link when Logged into eSRS.gov



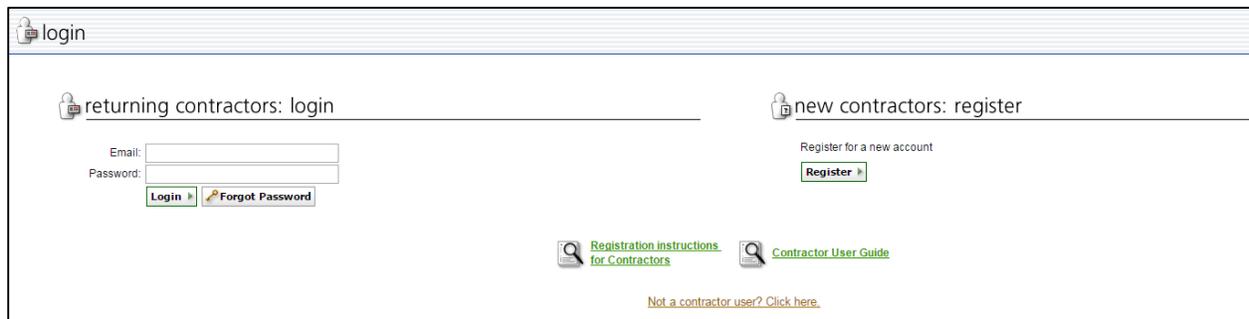
1.4.2 Existing Users

- I. Point your browser to <https://www.esrs.gov>
- II. Click on Contractors in the Log-In or Register Now box
- III. Login to eSRS by typing your e-mail address and password.
- IV. Click Go to enter the system

eSRS Log-In or Register Now



Contractor User Sign-In



1.4.3 New Users

- I. Users point their browser to <https://www.esrs.gov>. **NOTE: Users do not need to re-register if they have an existing FSRS Awardee user account (www.fsr.gov).** The email address and password used for FSRS will allow the user to log-in to eSRS.gov.
- II. The agency user clicks on the "Contractors" link within the "Log-In or Register Now" box.
- III. To register, the user clicks the "Register" tab under the new contractors: register section
- IV. The user completes the multi-step process that displays. **Note: Throughout the system a red asterisk (*) designates that the field is required.**
- V. Step 1: The user enters their organization's DUNS Identification Number and clicks the "Next" button.



Contractor Registration Screen Step 1

Registration Step 1 of 2

Please enter your DUNS Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, FSRS will pull the appropriate company information from the System for Award Management (SAM) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact SAM rather than FSRS.)

Note: If you have an account in eSRS (<https://www.esrs.gov>) you do not have re-register here. You may use the same username/password for both systems.

Note: Only the prime contractor's representative can register under their DUNS # to file a report. By registering under this DUNS # you certify that you are a representative of the prime contractor's company and have the authority to file this report.

Note
Please be aware that all information collected on the FSRS website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov).

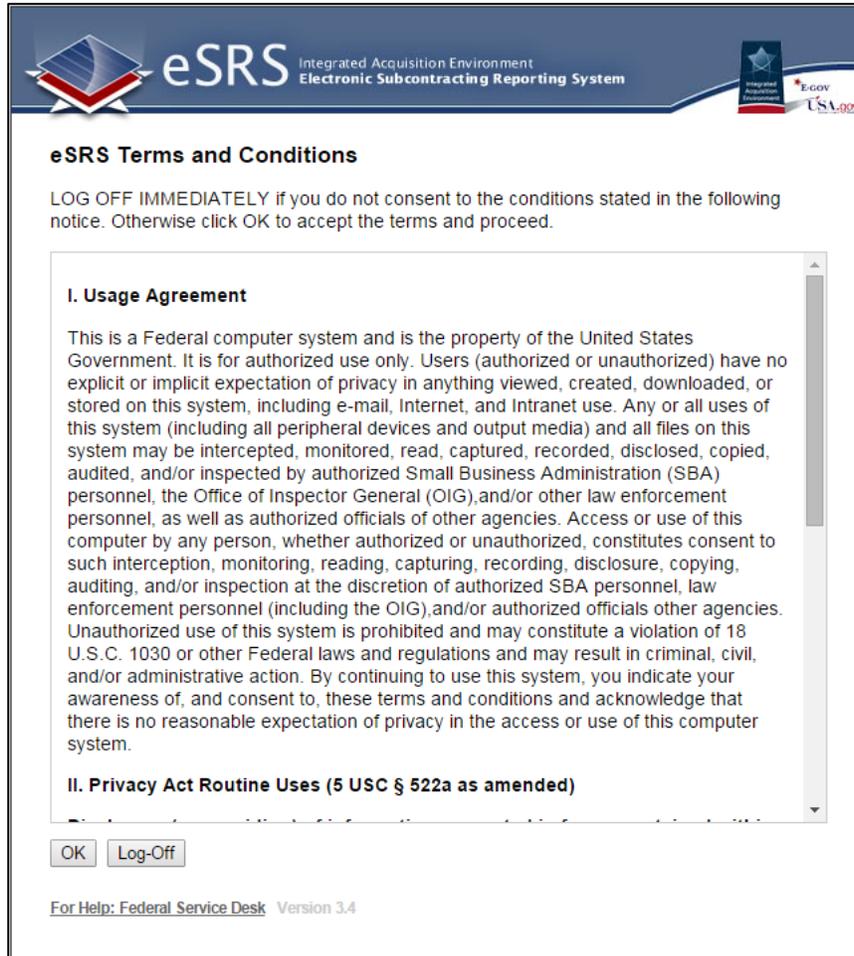
DUNS #

- VI. On Step 2, some form data may already be populated on the form from SAM.gov (System for Award Management). This is based on the DUNS entered in Step 1.
- VII. Users must complete all required fields and click the "Submit" button.
- VIII. After submitting this form, a confirmation email is sent to the email address provided during the registration process. The email presents instructions on how to finalize the registration process. **Note: An account is only activated after the user follows the instructions presented in the email.**
- IX. After a user has confirmed their registration, as outlined in the email, the user can return to the Login-In page (see Existing Users, page 15). They can then enter their email address and password, and click the "Login" button, to log-in to eSRS.

1.5 Terms of Use Agreement

- I. All users are required to agree to the Terms of Use for eSRS.
- II. Use the side scroll bar resource to review the terms and conditions in their entirety.
- III. A user can click "OK" to move forward or "Log-Off" to exit the system.

Terms of Use Agreement Screen



eSRS Terms and Conditions

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click OK to accept the terms and proceed.

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

II. Privacy Act Routine Uses (5 USC § 522a as amended)

OK Log-Off

For Help: [Federal Service Desk](#) Version 3.4

Section 2 Navigation Overview

2.1 Home

- I. Login to eSRS.
- II. You will be directed to your eSRS Home page.
- III. On the left hand side of the screen a navigation menu is shown. These are Quicklinks to completing the different report types available in eSRS.

- IV. Alerts will display all items in the system that requires your immediate attention such as Rejected reports.
- V. Finally, when you are done using the system, please click on the “Logout” link on the top of every page.

Contractor Users Homepage



The screenshot shows a contractor user's homepage with the following elements:

- add contract to worklist**: A button with a document icon and a green star.
- file ISR (FORMERLY SF-294)**: A button with a folder icon and a document icon.
- file SSR (FORMERLY SF-295)**: A button with a folder icon and a document icon.
- file year-end supplementary report (FOR SDBs)**: A button with a folder icon and a document icon.
- file SDB participation report (FORMERLY OF-312)**: A button with a folder icon and a document icon.
- alerts**: A section with a warning icon and the text "No current alerts".
- announcements**: A section with a megaphone icon and a bullet point titled "NASA Class Deviation on SSRs". The text below reads: "On November 21, 2013, NASA issued a Class Deviation for Summary Subcontract Report (SSR)-Submission under Individual Subcontracting Plans, which eliminates the requirement to submit a mid-year SSR for individual plans. The Deviation applies to solicitations issued on or after November 21, 2013. For contractors holding NASA contracts that were awarded before this date and that contain subcontracting plans, a mid-year SSR is still required unless all such contracts are modified to include the Deviation. Contractors may request Contracting Officers to modify existing contracts to include the Deviation. For additional information, refer to NASA Procurement Information Circular (PIC) 13-06B located here: <http://www.hq.nasa.gov/office/procurement/regs/pic13-06B.html>. Questions may be directed to Richard Mann at 202-358-2438."

2.2 Main Navigation Overview

The Contractor user's main navigation runs horizontally along the top of the page.

myESRS: myESRS will return you to the default home page upon login.

Profile: The profile page allows you to edit your account and contact information. Please turn to “Section 3, Profile” of this manual for more information.

Contract Worklist: The Contract worklist allows you to view all contracts that have been linked to your account. Please turn to “Section 4, Contract Worklist” of this manual for more information.



File / Review Reports:

Individual Subcontract Reports: The Individual Subcontract Reports area allows you to add and review ISR's. Please turn to "Section 5, Individual Subcontract Reports" of this manual for more information.

Summary Subcontract Reports: The Summary Subcontract Reports area allows you to add and review SSR's. Please turn to "Section 6, Summary Subcontract Reports" of this manual for more information.

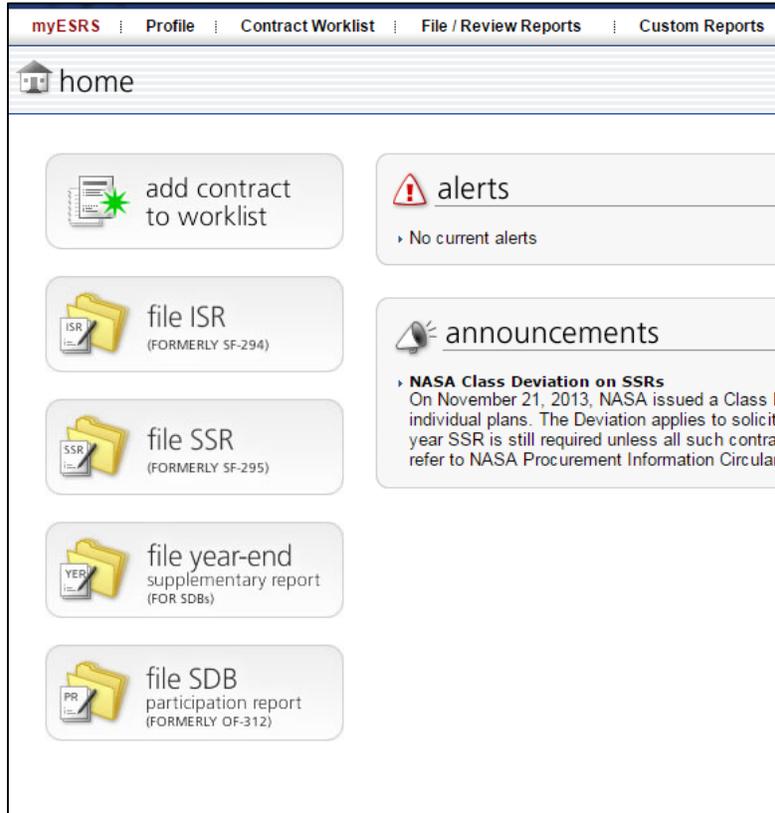
Year-End Supplementary Report for SDBs: This section allows you to file and/or review Year-End Supplementary Report for SDBs. Please go to "Section 8, Year-End Supplementary Report for SDBs" of this manual for more information.

SDB Participation Report (Form 312): This section allows you to file and/or review the optional SDB Participation Report (Form 312). Please go to "Section 9, Year-End Supplementary Report for SDBs" of this manual for more information.

Batch Upload Reports: The batch upload section allows you to download a Microsoft® Excel™ template that can then be exported to a CSV (comma separated value) or tab delimited file and then imported into eSRS. This feature allows you to file multiple reports at once. Please see "Section 10, Batch Uploads" of this manual for more information.

Custom Reports: Allows the user to run ad hoc and pre-defined reports provided by the system

Contractor Navigation



The screenshot shows the Contractor Navigation interface in myESRS. At the top, there is a navigation bar with the following tabs: myESRS, Profile, Contract Worklist, File / Review Reports, and Custom Reports. Below the navigation bar is a "home" button with a house icon. The main content area is divided into two columns. The left column contains five large buttons for file uploads: "add contract to worklist" (with a document and star icon), "file ISR (FORMERLY SF-294)" (with a folder and document icon), "file SSR (FORMERLY SF-295)" (with a folder and document icon), "file year-end supplementary report (FOR SDBs)" (with a folder and document icon), and "file SDB participation report (FORMERLY OF-312)" (with a folder and document icon). The right column contains two sections: "alerts" (with a warning icon) showing "No current alerts", and "announcements" (with a megaphone icon) featuring a "NASA Class Deviation on SSRs" announcement. The announcement text states: "On November 21, 2013, NASA issued a Class D individual plans. The Deviation applies to solicitation year SSR is still required unless all such contracts refer to NASA Procurement Information Circular".

Section 3 Contract Worklist

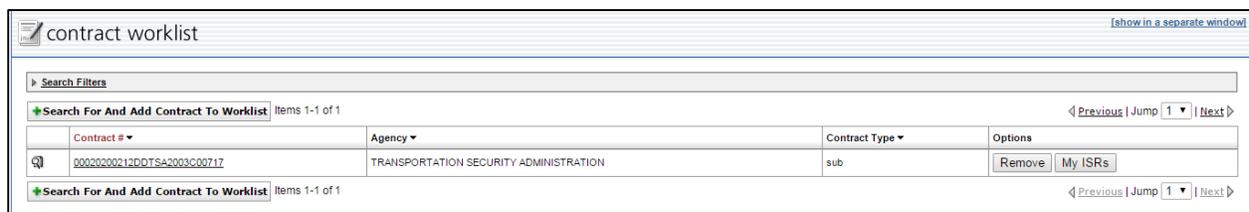
3.1 View Existing

- I. Click on “Contract Worklist” on the navigation bar.
- II. A screen similar to the “Contract List Screenshot” below will appear.
- III. You may sort the list of contracts. This is accomplished by clicking on the text next to any down arrow in the column headings. You may sort the list in ascending order if you click on the same heading again. Note how the color of the text changes. The current active column is designated by a **Maroon** color.
- IV. To view the details of an existing contract, click on the View Icon beside the contract, or click on the Contract Number.
- V. You are now able to review more information regarding the contract. If you wish to edit the information at this time, click on the button next to the appropriate Contract Number from within the “My Contractor ISRs” tab .
- VI. You can also enter reports or view-lower tier reports. Click on the tabs beside the “Contract Details” tab to toggle between the views.

(Note: for more information regarding adding reports, please see the corresponding section of this manual)

- VII. After entering “Edit Mode” click the “Save” button to save your changes.

Contract Worklist



contract worklist [Show in a separate window](#)

Search Filters

Search For And Add Contract To Worklist Items 1-1 of 1 [Previous](#) | [Jump](#) 1 | [Next](#)

Contract #	Agency	Contract Type	Options
00020200212DDTSA2003C00717	TRANSPORTATION SECURITY ADMINISTRATION	sub	Remove My ISRs

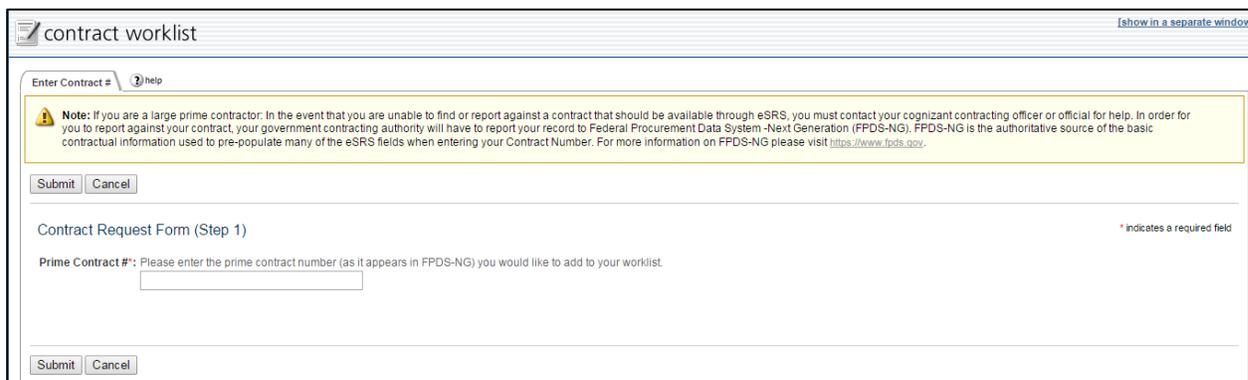
Search For And Add Contract To Worklist Items 1-1 of 1 [Previous](#) | [Jump](#) 1 | [Next](#)

3.2 Add to Worklist

There are two different methods to add a new contract to your account. The first method allows you to easily add a new contract from the “myESRS” homepage. Simply click on the “Add Contract to Worklist” button or follow the method below.

- I. Click on “Contract Worklist” on the navigation bar.
- II. To add a new contract to your worklist, click on the Add New Contract to Worklist button.
- III. Enter the Prime Contract # (as it appears in FPDS-NG). **Note: If a Contract # changes in FPDS-NG, you will only be able to search on the current #.**
- IV. Click Submit
- V. Select whether your organization is a “Prime” or “Subcontractor”.
- VI. You will now be directed to the “contract details” page for the contract you just added. To return to the Contract Worklist, click on the “Back To List” link within the system (**Note: Do not click your browser’s back button**).

Add to Worklist



contract worklist [show in a separate window](#)

Enter Contract # [help](#)

Note: If you are a large prime contractor. In the event that you are unable to find or report against a contract that should be available through eSRS, you must contact your cognizant contracting officer or official for help. In order for you to report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the eSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.

Submit Cancel

Contract Request Form (Step 1) * indicates a required field

Prime Contract #: Please enter the prime contract number (as it appears in FPDS-NG) you would like to add to your worklist.

Submit Cancel

Section 4 Individual Subcontract Reports

4.1 View Existing

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on Individual Subcontract Reports on the drop down.
- III. You will be directed to a screen similar to the “Individual Subcontract Reports Screenshot” below.
- IV. The status for each report is displayed in the status column.
Notice on the bottom of the page, a legend appears:

DRT = Draft	PEN = Pending	REV = Revised	ACC = Accepted	REJ = Rejected
--------------------	----------------------	----------------------	-----------------------	-----------------------

Draft: You began working on a report, however did not complete it and/or submit it for approval.

Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.

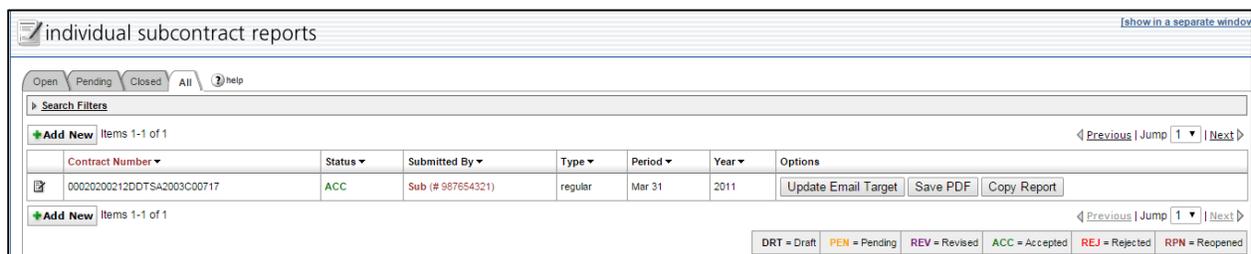
Revised: The report has been revised by a government official.

Accepted: A government official has accepted your report.

Rejected: A government official has rejected your report.

- V. To view the details of a submitted report, click on the Icon beside the report.
- VI. If the report has been rejected, you may click on the “Notes” tab to view the reason why the report has been rejected.
- VII. To return to the report list, click the “Cancel” button at any time.

Individual Subcontract Report Listing



The screenshot shows a web application interface for viewing individual subcontract reports. At the top, there is a title bar with a search icon and the text 'individual subcontract reports'. Below this is a navigation bar with tabs for 'Open', 'Pending', 'Closed', and 'All', along with a 'help' icon. A 'Search Filters' section is visible, followed by an 'Add New' button and a pagination control showing 'Items 1-1 of 1'. The main content area is a table with columns for 'Contract Number', 'Status', 'Submitted By', 'Type', 'Period', 'Year', and 'Options'. A single report is listed with the following details:

Contract Number	Status	Submitted By	Type	Period	Year	Options
00020200212DDTSA2003C00717	ACC	Sub (# 987654321)	regular	Mar 31	2011	Update Email Target Save PDF Copy Report

At the bottom of the table, there is another 'Add New' button and a pagination control. A legend at the bottom right of the interface defines the status codes: DRT = Draft, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected, and RPN = Reopened.

4.2 File a New Individual Summary Subcontract Report

There are two different methods to file a new Individual Subcontract Report. The first method allows you to easily file a new Individual Subcontract Report from the myESRS Homepage. Click on the File ISR Quicklink button or follow the steps below.

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on Individual Subcontract Reports on the drop down.
- III. To file a new report, click on the Add New button.
- IV. You will be taken to the Instructions page similar to the screenshot below. Please take time to read the instructions.
- V. Click on the Continue button when ready.
- VI. Select a contract from the drop down box or manually enter the contract number. Click Continue. **Note: If the Contract # changed in FPDS-NG, you will only be able to search on the current #.**
- VII. Fill out the forms for each step and click “Save & Continue” or “Continue” to move to the next step of the process. (*Note: Click on the context sensitive help button beside the fields for more information*)
- VIII. On step 8, click the Submit button to send the report.
- IX. You may now return to view existing reports to view the status of the report you just entered.
- X. In order to completely submit the report, you must click “Submit” on step 8 (Designated on the left hand side of the screen) of the report submission process.

Note: On step 6 of the report submission process, you must fill out either the “Percentage of Total Subcontract Awards” OR “Percentage of Total Contract Value” field for Part 3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS.

Individual Subcontract Report Instructions

[show in a separate w](#)

individual subcontract reports

New Report

[BACK TO LIST](#)

- 1 **Instructions**
- 2 **Enter Contract #**
- 3 Contract Details
- 4 Subcontracting Report
- 5 Subcontracting Report Contd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

Individual Subcontracting Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

For Prime Contractors

- o Your DUNS number as it appears on the contract
- o Product and Service Description
- o NAICS
- o E-mail address of Federal Government Agency responsible for reviewing your report
- o Current Contract Value
- o Approved Small Business Individual Subcontracting Plan
- o Be sure to keep a signed copy of the report on file

For Lower Tier Subcontractors

- o The Prime contract number
- o The Subcontract number
- o The DUNS number of the contractor that awarded you the subcontract
- o E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
- o Product and Service Description
- o NAICS
- o Approved Small Business Individual Subcontracting Plan
- o Be sure to keep a signed copy of the report on file

Copy Existing Report

Note: You may copy data from an existing report by selecting a report below.

Cancel
Continue

Section 5 Summary Subcontract Reports

5.1 View Existing

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on Summary Subcontract Reports on the drop down.
- III. You will be directed to a screen similar to the “Summary Subcontract Reports Screenshot” below.
- IV. The status for each report is displayed in the status column.
Notice on the bottom of the page, a legend appears:

DRT = Draft
PEN = Pending
REV = Revised
ACC = Accepted
REJ = Rejected

Draft: You began working on a report, however did not complete it and/or submit it for approval.

Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.

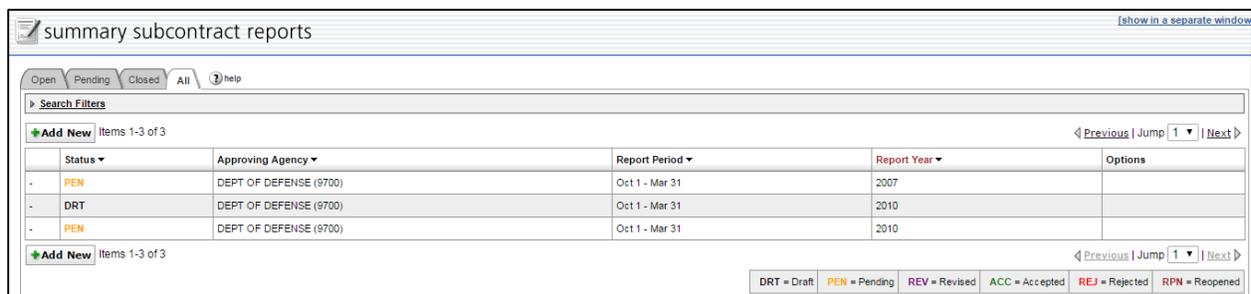
Revised: The report has been revised by a government official.

Accepted: A government official has accepted your report.

Rejected: A government official has rejected your report.

- V. To view the details of a submitted report, click on the View Icon beside the report.
- VI. If the report has been rejected, you may click on the “Rejection Notes” tab to view the reason why the report has been rejected.
- VII. To return to the report list, click the “Cancel” button at any time.

Summary Subcontract Reports Listing



Status	Approving Agency	Report Period	Report Year	Options
PEN	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2007	
DRT	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2010	
PEN	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2010	

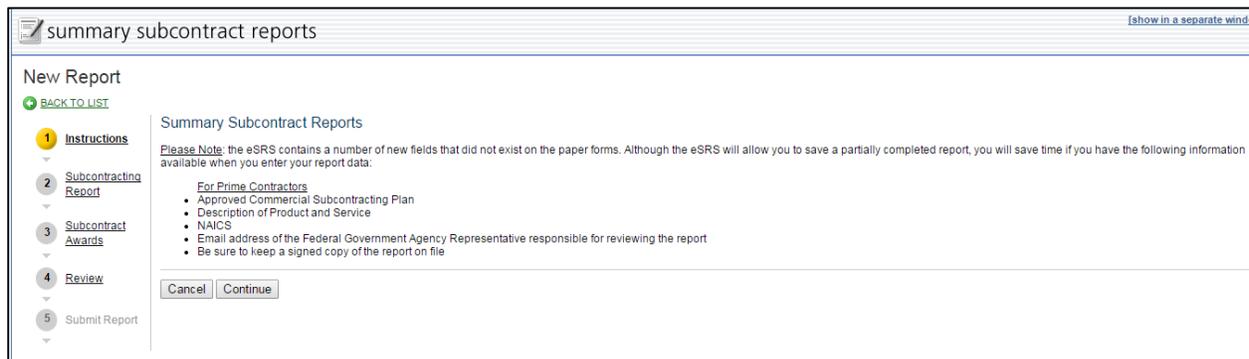
DRT = Draft
PEN = Pending
REV = Revised
ACC = Accepted
REJ = Rejected
RPN = Reopened

5.2 File a New Summary Subcontract Report

There are two different methods to file a new Summary Subcontract Report. The first method allows you to easily file a new Summary Subcontract Report from the myESRS Homepage. Click on the File SSR Quicklink button or follow the steps below.

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on Summary Subcontract Reports on the drop down.
- III. To file a new report, click on the Add New button.
- IV. You will be taken to the instructions page similar to the screenshot below. Please take time to read the instructions.
- V. Click on the Continue button when ready.
- VI. Select the Agency that you wish to file a report to. *(If the report is a commercial plan report, you can select multiple agencies. Please make sure to select an approver.)*
- VII. Fill out the forms for each step and click “Save & Continue” or “Continue” to move to the next step of the process. *(Note, Click on the context sensitive help button beside the fields for more information)*
- VIII. On step 5, click the Submit button to send the report.
- IX. You may now return to view existing reports to view the status of the report you just entered.

Summary Subcontractor Report Instructions



summary subcontract reports [show in a separate window](#)

New Report

[BACK TO LIST](#)

1 **Instructions**

2 Subcontracting Report

3 Subcontract Awards

4 Review

5 Submit Report

Summary Subcontract Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

For Prime Contractors

- Approved Commercial Subcontracting Plan
- Description of Product and Service
- NAICS
- Email address of the Federal Government Agency Representative responsible for reviewing the report
- Be sure to keep a signed copy of the report on file



Section 6 Filing Reports as a Subcontractor

Filing reports as a subcontractor allows the next higher tier contractor to see your filing. In order to correctly file a report as a “sub”, first select the type of report you wish to file. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

- A.) The Prime Contract Number
 - B.) The Sub Contract Number
 - C.) The DUNS number of the contractor that awarded you the subcontract
 - D.) E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
 - E.) Product and Service Description
 - F.) NAICS
 - G.) Approved Small Business Individual Subcontracting Plan
 - H.) Be sure to keep a signed copy of the report on file
-
- I. Once you have begun filing your report (ISR or SSR) enter the contract number of the contract for which you wish to file.
 - II. Once you have entered the contract number, click Continue.
 - III. As a Subcontractor for this contract, you will now be forced to file as a “Sub”. Notice that the selection “Prime” is unavailable.
 - IV. Enter the DUNS# and e-mail address of the next available tier contractor.
 - V. Enter the Contract Amount.
 - VI. You may now progress through the report submission process by clicking the “Save and Continue” button after you have completed each step.
 - VII. In order to completely submit the report, you must click “Submit” on step 8 (Designated on the left hand side of the screen) of the report submission process.

Section 7 Year-End Supplementary Report for SDBs

7.1 View Existing

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on **Year-End Supplementary Report for SDBs** in the dropdown.
- III. You will be directed to a screen similar to the “Year End Section” below.
- IV. The status for each report is displayed in the status column.

Notice on the bottom of the page, a legend appears:

DRT = Draft	PEII = Pending	REV = Revised	ACC = Accepted	REJ = Rejected
--------------------	-----------------------	----------------------	-----------------------	-----------------------

Draft: You began working on a report, however did not complete it and/or submit it for approval.

Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.

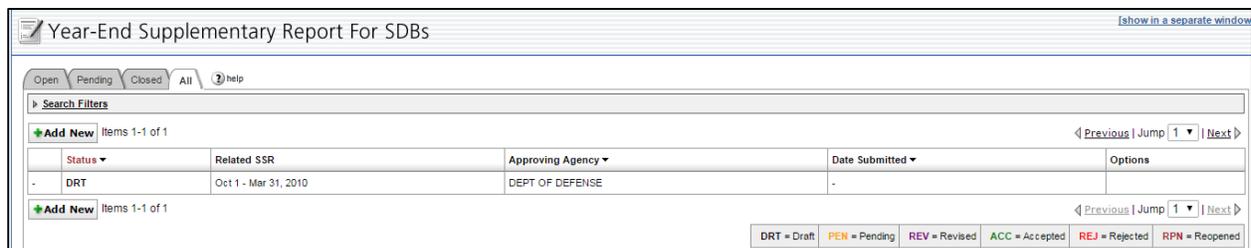
Revised: The report has been revised by a government official.

Accepted: A government official has accepted your report.

Rejected: A government official has rejected your report.

- V. To view the details of a submitted report, click on the  View Icon beside the report.
- VI. If the report has been rejected, you may click on the “Rejection Notes” tab to view the reason why the report has been rejected.
- VII. To return to the report list, click the “Cancel” button at any time.

Year-End SDB Listing



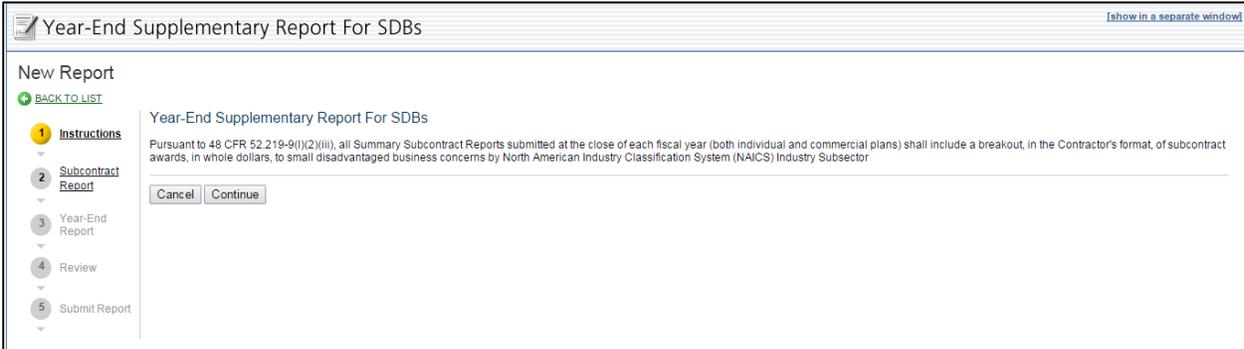
The screenshot shows a web application interface for "Year-End Supplementary Report For SDBs". At the top, there are tabs for "Open", "Pending", "Closed", and "All", along with a "help" icon. Below the tabs is a "Search Filters" section. The main content area displays a table with the following columns: "Status", "Related SSR", "Approving Agency", "Date Submitted", and "Options". A single row is visible with the status "DRT", a date range of "Oct 1 - Mar 31, 2010", and the agency "DEPT OF DEFENSE". The table is flanked by "Add New" buttons and "Previous | Jump | Next" navigation controls. At the bottom of the interface, a legend is displayed with the following items: "DRT = Draft", "PEN = Pending", "REV = Revised", "ACC = Accepted", "REJ = Rejected", and "RPN = Reopened".

7.2 File a New Year-End Supplementary Report

There are two different methods to file a new Year-End Supplementary Report. The first method allows you to easily file a new Year-End Supplementary Report from the myESRS Homepage. Click on the File Year-End Quicklink button or follow the steps below.

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on “Year-End Supplementary Reports for SDBs” on the drop down.
- III. To file a new report, click on the Add New button.
- IV. You will be taken to the instructions page similar to the screenshot below. Please take time to read the instructions.
- V. Click on the Continue button when ready.
- VI. Select the Year-End Supplementary Report that the report should be associated with.
- VII. Fill out the forms for each step and click “Save & Continue” or “Continue” to move to the next step of the process. *(Note, Click on the context sensitive help button beside the fields for more information)*
- VIII. On step 5, click the Submit button to send the report.
- IX. You may now return to view existing reports to view the status of the report you just entered.

Year-End Supplementary Instructions



Year-End Supplementary Report For SDBs [show in a separate window](#)

New Report

[BACK TO LIST](#)

1 **Instructions**

2 Subcontract Report

3 Year-End Report

4 Review

5 Submit Report

Year-End Supplementary Report For SDBs

Pursuant to 48 CFR 52.219-9(i)(2)(iii), all Summary Subcontract Reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a breakout, in the Contractor's format, of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector

Section 8 SDB Participation Report (Form 312)

8.1 View Existing

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on **SDB Participation Report** in the dropdown.
- III. You will be directed to a screen similar to the “**SDB Participation Report**” below.
- IV. The status for each report is displayed in the status column.

Notice on the bottom of the page, a legend appears:

DRT = Draft	PEH = Pending	REV = Revised	ACC = Accepted	REJ = Rejected
--------------------	----------------------	----------------------	-----------------------	-----------------------

Draft: You began working on a report, however did not complete it and/or submit it for approval.

Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.

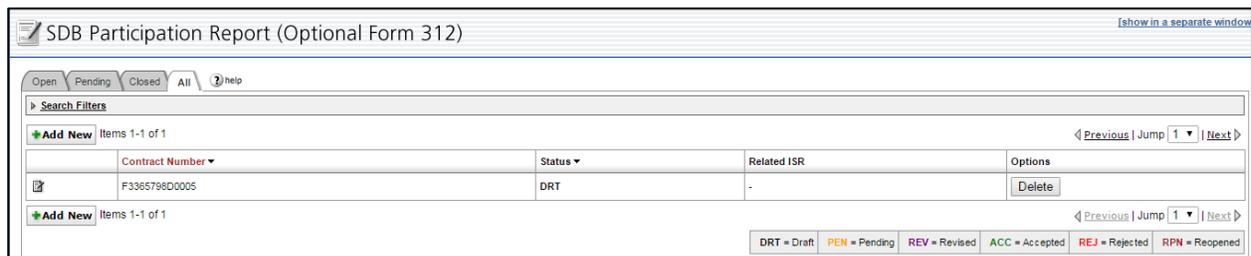
Revised: The report has been revised by a government official.

Accepted: A government official has accepted your report.

Rejected: A government official has rejected your report.

- V. To view the details of a submitted report, click on the View Icon beside the report.
- VI. If the report has been rejected, you may click on the “Rejection Notes” tab to view the reason why the report has been rejected.
- VII. To return to the report list, click the “Cancel” button at any time.

SDB Participation Listing



SDB Participation Report (Optional Form 312) [\[show in a separate window\]](#)

Open Pending Closed All ? help

Search Filters

+ Add New Items 1-1 of 1 [Previous](#) | [Jump](#) 1 | [Next](#)

Contract Number	Status	Related ISR	Options
F3365798D0005	DRT	-	Delete

+ Add New Items 1-1 of 1 [Previous](#) | [Jump](#) 1 | [Next](#)

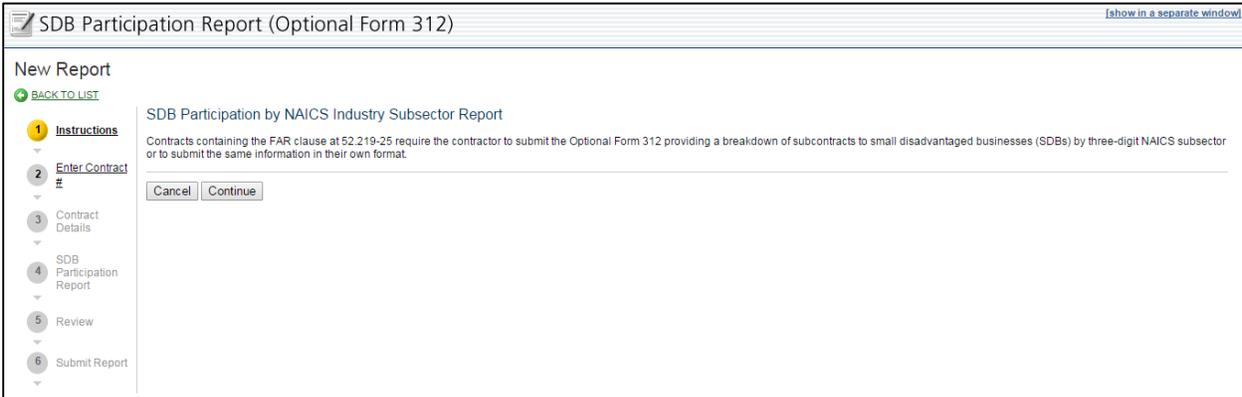
DRT = Draft PEN = Pending REV = Revised ACC = Accepted REJ = Rejected RPN = Reopened

8.2 File a New SDB Participation Report

There are two different methods to file a new SDB Participation Report. The first method allows you to easily file a new SDB Participation Report from the myESRS Homepage. Click on the File SDB Quicklink button or follow the steps below.

- I. Click on “File / Review Reports” on the navigation bar.
- II. Click on “SDB Participation Reports” on the drop down.
- III. To file a new report, click on the Add New button.
- IV. You will be taken to the instructions page similar to the screenshot below. Please take time to read the instructions.
- V. Click on the Continue button when ready.
- VI. Select the SSR that the report should be associated with.
- VII. Fill out the forms for each step and click “Save & Continue” or “Continue” to move to the next step of the process. *(Note, Click on the context sensitive help button beside the fields for more information)*
- VIII. On step 6, click the Submit button to send the report.
- IX. You may now return to view existing reports to view the status of the report you just entered.

SDB Participation Instructions



Section 9 Batch Upload Reports

(For Advanced Users Only)

The batch upload capability allows you to upload multiple reports (ISR / SSR) in one template. The template, agency codes and template formatting instructions are provided in the Instructions box.

- I. First download the type of report template you wish to use for batch upload.
- II. Modify the template in Microsoft Excel to include all contracts (ISR) or agencies (SSR) you wish to file for.
- III. Save the excel spreadsheet in a CSV or Tab Delimited file, using the Save As feature in Excel.
- IV. Place the file on a drive where you can access it later.
- V. Enter the Batch Upload Section.
- VI. Choose the Report Type (ISR / SSR)
- VII. Choose the Delimiter
- VIII. Click on Browse, and chose the file that you saved in Step III.
- IX. The file will begin uploading, and will display the result of your upload on screen.

Batch Upload Instructions

batch upload reports
[show in a separate window](#)

Batch Upload Reports Logs help

Instructions: Please choose the report type that you would like to batch upload and specify the field delimiter in your data file. After your data file is ready to import, please use the "Browse" button to choose the file. Lastly, click "Upload Data" to start the import process.

Please use the following templates for uploading the different report types. The data must match the templates **exactly** for the import to process correctly. The templates provided are in excel format, after populating the template, you **MUST** save the file in Comma Separated (.csv) or Tab Delimited format by clicking "save as" and choosing one of the specified formats.

Note: The column "eSRS User Email Address" will be ignored and replaced with your eSRS email address when uploading reports within the system.

Templates

- [View ISR Data Template](#)
- [Agency Codes for ISR Batch Upload](#)
- [View SSR Data Template](#)
- [ISR Report Excel Template Formatting](#)
- [SSR Report Excel Template Formatting](#)

Upload Reports

Report Upload Settings * indicates a required field

Report Type*:

Delimiter*: Comma Separated (CSV) Tab Delimited

Data File*: No file chosen

Upload Reports

Section 10 Custom Reports

Contractors have been provided with the ability to run ad hoc and pre-defined reports for their organization’s contract reporting. Additional information on the Reporting module can be found in the Contractors Generating Reports quick reference guide.

10.1 Build New Reports

- I. Create New Report by clicking on REPORTING on the left navigation menu.
- II. Click on Add New
- III. You will be taken to a screen similar to the one below.
- IV.

Report Listing

Options	Class	Label	Description	Last Modified	Last Run
	ISR Status Report	[ISR Status Report] Kristin Schmidt / 2011-04-05 15:52:55		Apr 05, 2011 3:53 pm	Apr 5, 2011, 3:53 pm
	Individual Subcontract Report	[I294] Kristin Schmidt / 2011-03-27 14:00:41		Mar 27, 2011 2:00 pm	Mar 27, 2011, 2:00 pm
	ISR All Tiers Report	[ISR All Tiers Report] Kristin Schmidt / 2011-03-14 09:51:51		Mar 14, 2011 9:51 am	Mar 14, 2011, 9:51 am

Add New Report

- V. Select the basis for your report, or choose a predefined report.
- VI. Click Continue
- VII. Before building the report, checkmark the Save As box and input a Name and Description for the Report.
- VIII. When updating an existing report, save the report under a different name by check-marking Copy to New Report.

- IX. Select the fields to be included in the report by check-marking specific fields.
- X. Narrow the focus of the report by clicking on a Filter link under a particular field.
- XI. Once fields and filters have been assigned, view the report by clicking Submit at the bottom of the page. **NOTE: Save & continue will save change to report builder, but will not run report in order to view it.**

The Basis for the reports is broken into two different types of reports, Ad Hoc and Pre-defined.

Ad-Hoc Reports: Can be run based on the user selecting specific filters which will return a specific set of data.

- Individual Subcontract Report**
- Summary Subcontract Report**

Pre-Defined Reports: Can be run at any time and require the user to set specific filters to determine the basis for the report results.

- Subcontracting Contractor Award Dollars**
- Trend Analysis Report**
- Analysis of Subcontracting Plan Goal Attainment**
- Subcontracting Achievements by Federal Agency**
- ISR Status Report**
- SSR Status Report**
- ISR All Tiers Report**
- Time-Phased Individual Subcontract Report**

Build a New Report

[New Report]
report

Review
Previous Versions
Settings
help

! Reports will pull from **accepted** Summary Subcontracting Reports from your agency and below. You may filter to specific agencies, reporting periods, report submitter, SBA Regions or Contracting Areas, or by specific states by clicking on the "filter" link underneath the field you desire to filter. If you would like to filter by a specific agency/agencies, find the "Agency To Which You are Submitting Report" filter and choose from the agencies in the select list. If you only want reports from the exact agencies you selected, check the "Limit filter to select values" checkbox; otherwise, reports will pull from the agencies selected and their respective sub-agencies.

Save as: [Subcontracting Contractor Award Dollars"] Kristin Schmidt / 2015-01-24 : **Max. on-screen results:** 500 (enter zero to display all rows)

Description:

Step 2: Please select the fields and filters you wish to have included in your report.

Base Class: Summary Subcontract Report Count

- DUNS # filter
- Agency To Which You are Submitting Report filter
- Reporting Period Month filter
- Reporting Period Year filter
- 2015
- Report Submitted As filter
- Vendor Name filter
- SBC Whole Dollars
- LBC Whole Dollars
- TOTAL Dollars
- SDB Dollars
- WOSB Dollars
- HBCU and MI Dollars
- HUBZone Dollars
- VOSB Dollars
- SDVOSB Dollars
- ANC Dollars
- ANC (Not Small Business) Dollars
- SBA Region filter
- SBA Contracting Area filter
- Summary Subcontract Report: Vendor Physical Address filter
- State filter
- Country filter

10.2 View Generated Report

- I. Click on the View Icon beside an existing report. Note: A red "No Data Reported" value indicates that there are no Accepted reports in the system with applicable data.
- II. Show the report in a separate browser by clicking on the Open in New Window button at the top.
- III. Transfer the report into an Excel Workbook by clicking the Save as Excel button.
- IV. Re-configure the report by clicking on Change Settings button at the top.
- V. Go back to the report list by clicking the Return to Report List button.

Review Generated Report

Company	SB	SB %	LB	LB %	Total	SDB	SDB %	WOSB	WOSB %	HBCU_ML	HBCU_ML %	HUBZ	HUBZ %	VOSB	VOSB %	SD_VOSB	SD_VOSB %	ANC	ANC %	ANCN	ANCN %	
	26,298,964	36.6	45,493,758	63.4	71,752,722	140,861	0.2	1,417,867	2.0	0	0.0	128,101	0.2	2,168,460	3.0	134,748	0.2	97,707	0.1	0	0.0	
	0		0		0	0		0		0		0		0		0		0		0		0.0
	4,650,537	62.0	2,851,920	38.0	7,502,457	110,264	1.5	976,986	13.0	0	0.0	0	0.0	2,147,715	28.6	1,665,872	22.5	0	0.0	0	0.0	0.0
	141,900	47.3	158,100	52.7	300,000	0	0.0	6,900	2.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.0
	12,282	5.7	202,020	94.3	214,302	564	0.3	456	0.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.0

10.3 View Existing Reports

- I. View Existing Report by clicking on REPORTING on the left navigation menu.
- II. View Saved Queries/Report on the list.
- III. View, Edit, Re-run, View Previous Results by clicking on their respective icons.

View Existing Reports

Options	Class	Label	Description	Last Modified	Last Run
  	Subcontracting Achievements by Federal Agency	[Subcontracting Achievements by Federal Agency]	/ 2010-10-06 15:19:44	Sep 15, 2011 2:02 pm	Sep 15, 2011, 2:02 pm
  	Federal Procurement Subcontract Report (SBA Version)	[Federal Procurement Subcontract Report (SBA Version)]	/ 2011-04-06 12:08:08	Apr 06, 2011 12:08 pm	Apr 6, 2011, 12:08 pm
  	Awards By Contractors, By Service and Type of Business (294)	[Awards By Contractors, By Service and Type of Business (294)]	/ 2011-02-23 14:41:54	Mar 04, 2011 3:44 pm	Mar 4, 2011, 3:44 pm
  	SSR Status Report	[SSR Status Report]	/ 2010-10-18 13:52:52	Nov 15, 2010 4:30 pm	Nov 15, 2010, 4:30 pm
  	Summary Subcontract Report	[f295]	/ 2010-10-25 11:46:38	Oct 25, 2010 3:57 pm	Oct 25, 2010, 3:57 pm
  	Summary Subcontract Report	[f295]	/ 2010-10-18 13:49:07	Oct 20, 2010 2:10 pm	Oct 20, 2010, 2:10 pm