



# eSRS Contractor User Guide

Last Updated March 11th, 2022

**Disclosure: This Instruction manual has been prepared solely for the benefit of eSRS users. By accepting delivery of this Instruction Manual, the recipient hereby agrees that the information contained in this Instruction Manual, in whole or part, is confidential and proprietary and that it will not reproduce or redistribute such Instruction Manual, discuss the information contained herein or make reproductions without the prior written approval of the IAE, and will hold all information in confidence.**

**Revision Notes:**

<b>Revision</b>	<b>Date</b>	<b>Description</b>
<b>1.1</b>	<b>07/9/2019</b>	<b>Updates to Pre-Defined Reports</b>
<b>1.2</b>	<b>03/11/2022</b>	<b>Update DUNS to UEI (SAM)</b>

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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 for the Federal Service Desk. At the top, it has the same eSRS banner as seen in the first image. Below the banner is a blue box with the text "Federal Service Desk Start here for help on US Government contracts." and a small starburst icon. Underneath this box, 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 titled "INTRODUCING... The Federal Service Desk" and is addressed to "eSRS Users:". The text explains that FSD will handle technical calls but also allows for non-technical questions via a "Submit New Request" button or by speaking to a representative. It lists the services available at fsd.gov, including searching the Answer Center, submitting requests, checking tickets, giving feedback, live chat, and phone support. A "Privacy Policy" link is provided at the bottom left of the page content.

- 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"><li>• <a href="#">Contractor Submitting an Individual Subcontract Report (ISR)</a></li><li>• <a href="#">Contractor Submitting an Summary Subcontract Report (SSR - Individual)</a></li></ul>	<p>For Government Users:</p> <ul style="list-style-type: none"><li>• <a href="#">Government Review of the Individual Subcontract Report (ISR)</a></li><li>• <a href="#">Government Review of the Summary Subcontracting Report (SSR)</a></li></ul>
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- 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](http://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.fsrs.gov](http://www.fsrs.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 UNIQUE ENTITY ID (SAM) Identification Number and clicks the “Next” button.

## Contractor Registration Screen Step 1



### Registration Step 1 of 2

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Please enter your UEI (SAM) Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your Unique Entity ID (SAM). Upon entering the UEI (SAM), eSRS 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 eSRS.)

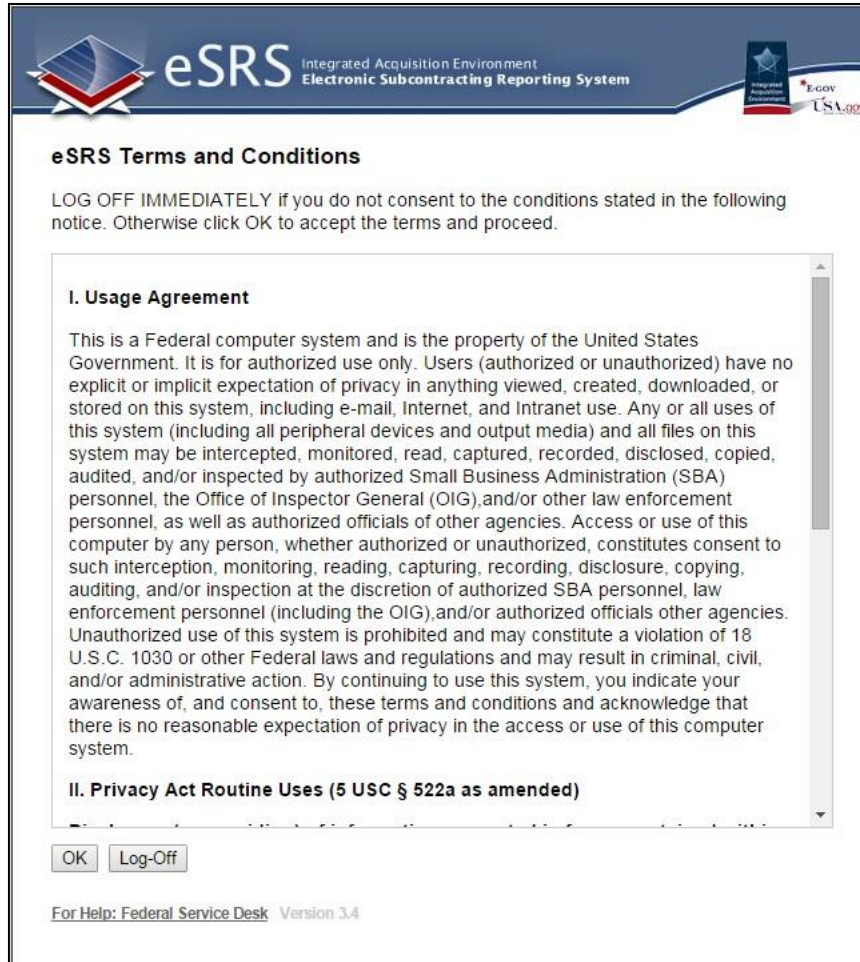
Unique Entity ID (SAM):

- 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 UNIQUE ENTITY ID (SAM) 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

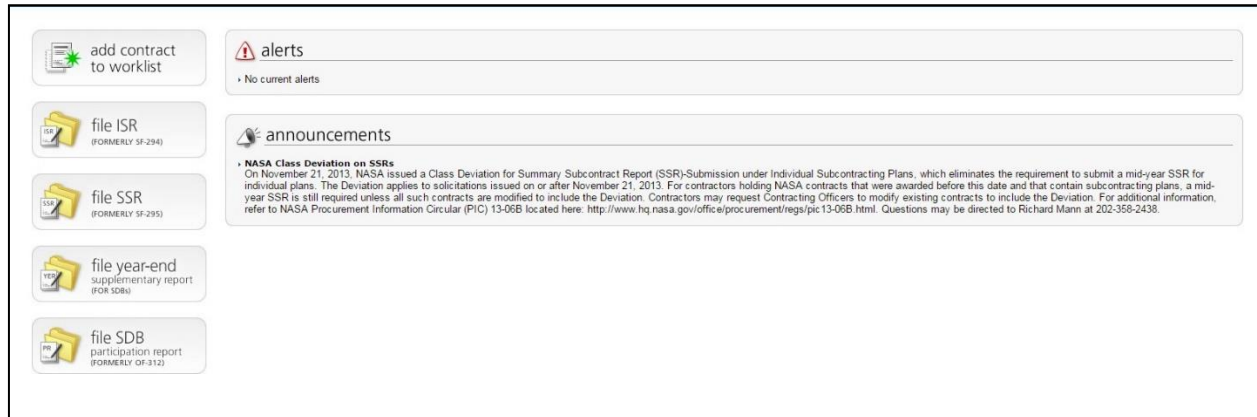
## Section 2 Navigation Overview

### 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 the Contractor Users Homepage with the following elements:

- add contract to worklist**: Button with a plus icon and document icon.
- file ISR (FORMERLY SF-294)**: Button with a folder icon and document icon.
- file SSR (FORMERLY SF-295)**: Button with a folder icon and document icon.
- file year-end supplementary report (FOR SDB)**: Button with a folder icon and document icon.
- file SDB participation report (FORMERLY OF-312)**: Button with a folder icon and document icon.
- alerts**: Section with a warning icon and the text "No current alerts".
- announcements**: Section with a megaphone icon and a notice about a NASA Class Deviation on SSRs, effective November 21, 2013.

## 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

myESRS | Profile | Contract Worklist | File / Review Reports | Custom Reports


home




add contract to worklist




file ISR  
(FORMERLY SF-294)




file SSR  
(FORMERLY SF-295)



file year-end supplementary report  
(FOR SDBs)




file SDB participation report  
(FORMERLY OF-312)



alerts

› No current alerts



announcements

› **NASA Class Deviation on SSRs**  
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

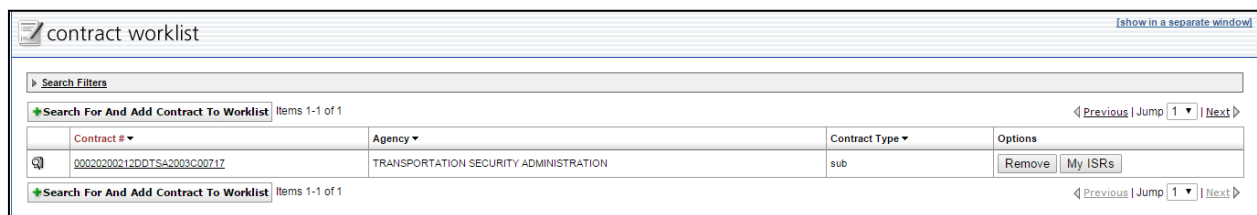
### 3.1 View Existing

- 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 #	Agency	Contract Type	Options
00020200212DDTS42003C00717	TRANSPORTATION SECURITY ADMINISTRATION	sub	Remove   My ISRs

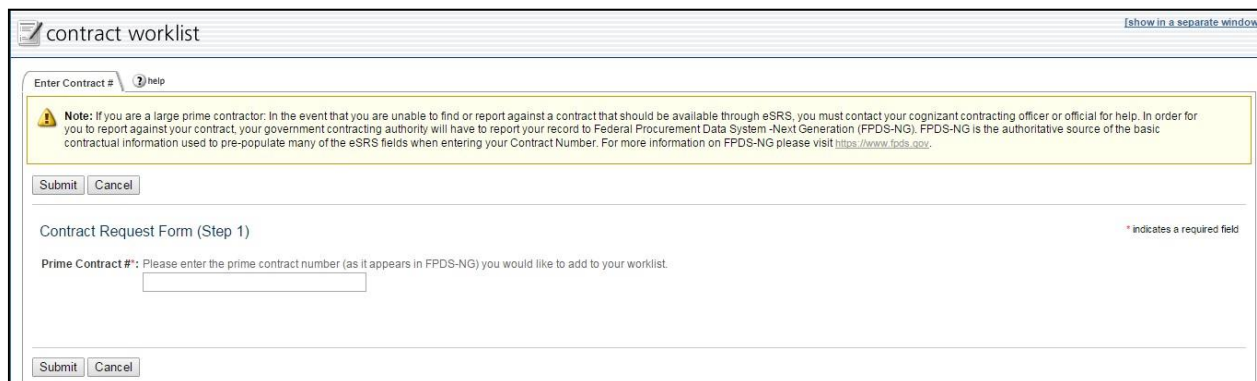


## 3.2 Add to Worklist

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:

<b>DRT</b> = Draft	<b>PEN</b> = Pending	<b>REV</b> = Revised	<b>ACC</b> = Accepted	<b>REJ</b> = Rejected
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**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.

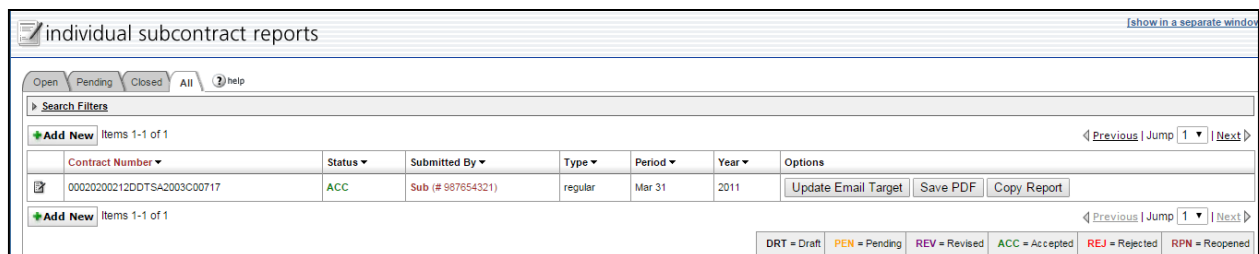
**Revised:** The report has been revised by a government official.

**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



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

Open Pending Closed All help

Search Filters

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

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

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

DRT = Draft PEN = Pending REV = Revised ACC = Accepted REJ = Rejected 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 Cont'd
- 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
  - Your DUNS number as it appears on the contract
  - Product and Service Description
  - NAICS
  - E-mail address of Federal Government Agency responsible for reviewing your report
  - Current Contract Value
  - Approved Small Business Individual Subcontracting Plan
  - Be sure to keep a signed copy of the report on file
- For Lower Tier Subcontractors
  - The Prime contract number
  - The Subcontract number
  - The DUNS number of the contractor that awarded you the subcontract
  - E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
  - Product and Service Description
  - NAICS
  - Approved Small Business Individual Subcontracting Plan
  - 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.

## 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:

<b>DRT</b> = Draft	<b>PEN</b> = Pending	<b>REV</b> = Revised	<b>ACC</b> = Accepted	<b>REJ</b> = Rejected
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**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.

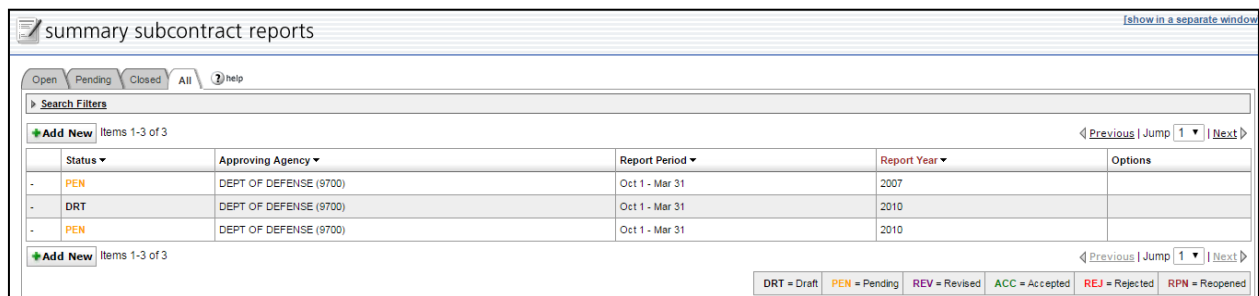
**Revised:** The report has been revised by a government official.

**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



The screenshot shows a web application interface for viewing summary subcontract reports. At the top, there is a search bar and a 'Search Filters' section. Below this is a table with columns for Status, Approving Agency, Report Period, Report Year, and Options. The table contains three rows of data, all with a status of 'PEN' (Pending) and an approving agency of 'DEPT OF DEFENSE (9700)'. The report periods are 'Oct 1 - Mar 31' and the report years are '2007' and '2010'. At the bottom of the interface, there is a legend for report statuses: DRT = Draft, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected, and RPN = Reopened.

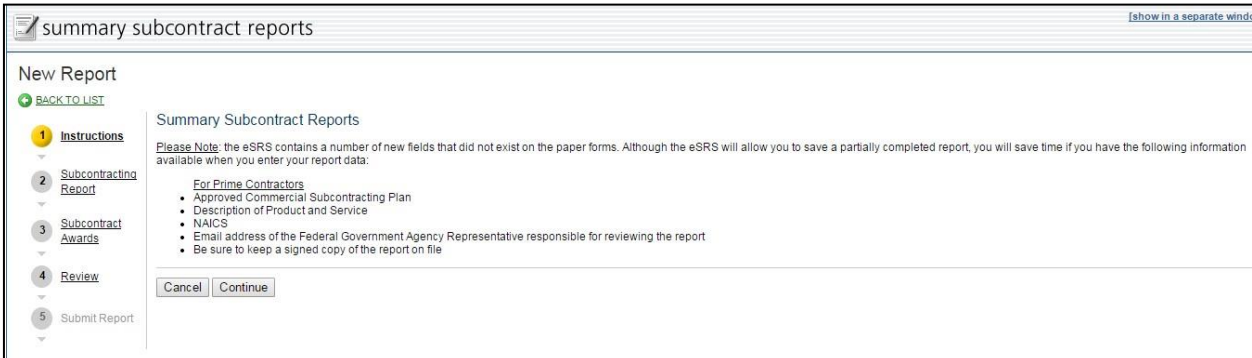
Status	Approving Agency	Report Period	Report Year	Options
PEN	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2007	
DRT	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2010	
PEN	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2010	

## 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



The screenshot shows a web browser window titled "summary subcontract reports" with a "show in a separate window" link in the top right. The main content area is titled "New Report" and features a sidebar on the left with a "BACK TO LIST" link and a numbered list of steps: 1. Instructions (highlighted), 2. Subcontracting Report, 3. Subcontract Awards, 4. Review, and 5. Submit Report. The main content area displays "Summary Subcontract Reports" and includes a "Please Note" section stating that the eSRS contains new fields not on paper forms. Below this is a "For Prime Contractors" section with a bulleted list of required information: Approved Commercial Subcontracting Plan, Description of Product and Service, NAICS, Email address of the Federal Government Agency Representative, and a requirement to keep a signed copy of the report on file. At the bottom of the main content area are "Cancel" and "Continue" buttons.

## 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 UNIQUE ENTITY ID (SAM) 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 UNIQUE ENTITY ID (SAM)# 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:

<b>DRT</b> = Draft	<b>PEH</b> = Pending	<b>REV</b> = Revised	<b>ACC</b> = Accepted	<b>REJ</b> = 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.

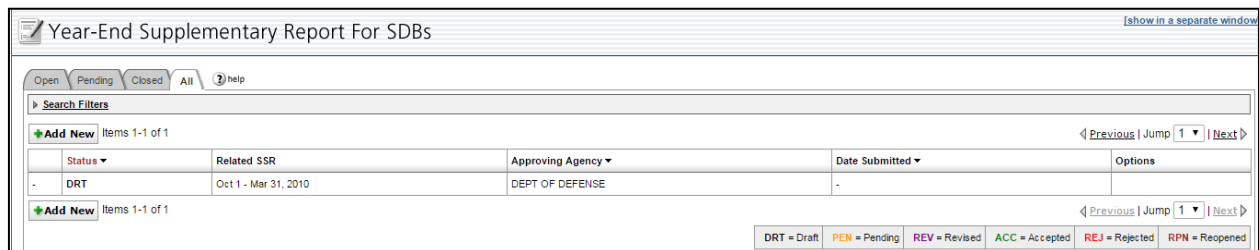
**Revised:** The report has been revised by a government official.

**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



Status	Related SSR	Approving Agency	Date Submitted	Options
DRT	Oct 1 - Mar 31, 2010	DEPT OF DEFENSE	-	

Legend: DRT = Draft, PEN = Pending, REV = Revised, ACC = Accepted, REJ = Rejected, 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

## 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:

<b>DRT</b> = Draft	<b>PEN</b> = Pending	<b>REV</b> = Revised	<b>ACC</b> = Accepted	<b>REJ</b> = 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.

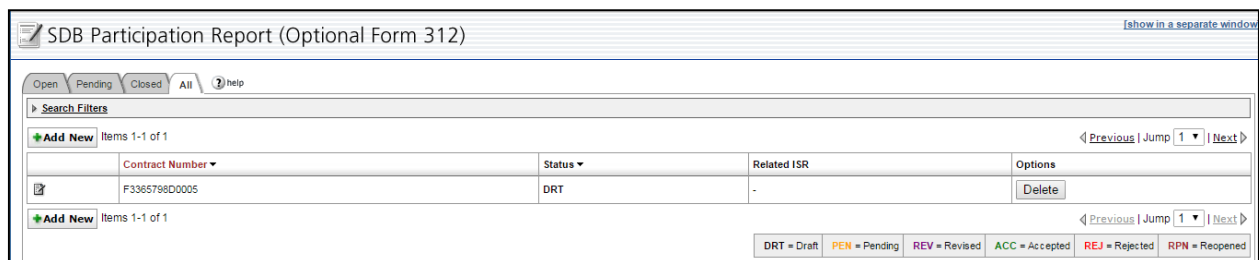
**Revised:** The report has been revised by a government official.

**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	-	<a href="#">Delete</a>

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

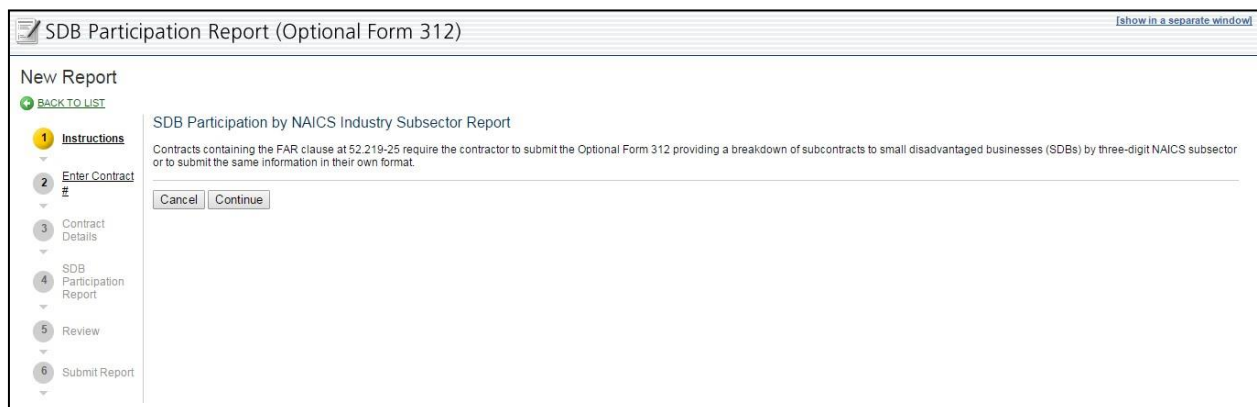
DRT = Draft PEN = Pending REV = Revised ACC = Accepted REJ = Rejected RPN = Reopened

## 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



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

New Report [BACK TO LIST](#)

1 **Instructions**

SDB Participation by NAICS Industry Subsector Report

Contracts containing the FAR clause at 52.219-25 require the contractor to submit the Optional Form 312 providing a breakdown of subcontracts to small disadvantaged businesses (SDBs) by three-digit NAICS subsector or to submit the same information in their own format.

2 Enter Contract #

3 Contract Details

4 SDB Participation Report

5 Review

6 Submit Report

## 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](#)

---

Report Upload Settings \* indicates a required field

Report Type\*:

Delimiter\*:  Comma Separated (CSV)  
 Tab Delimited

Data File\*:  No file chosen

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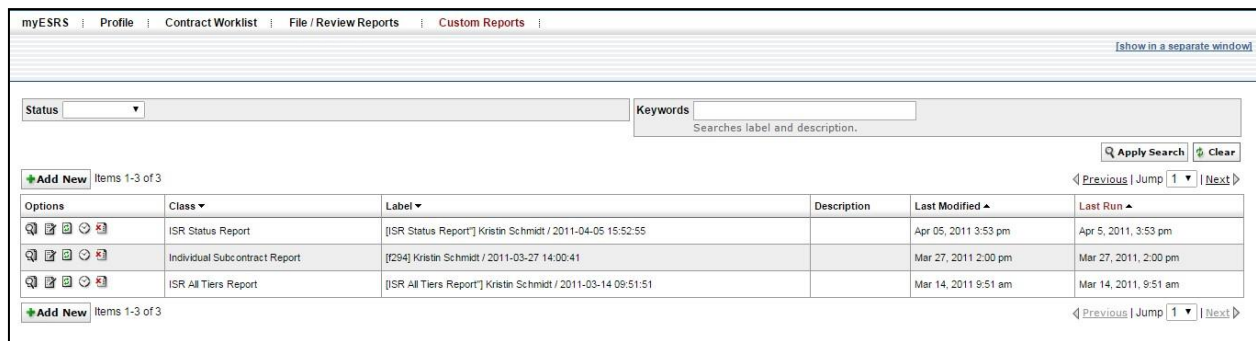
## Section 10 Custom Reports

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

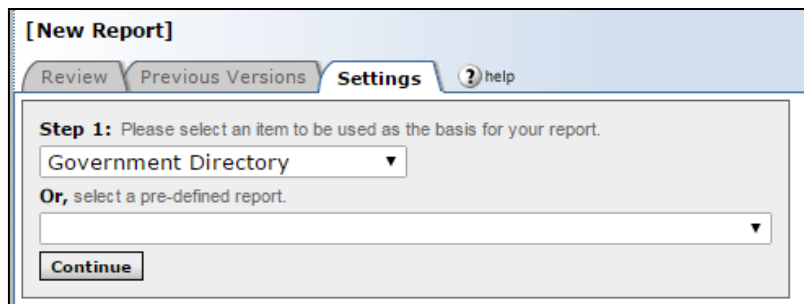
- I. Create New Report by clicking on REPORTING on the left navigation menu.
- II. Click on Add New
- III. You will be taken to a screen similar to the one below.
- IV.

#### 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**  
**Task/Delivery Order Level Data 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

**Unique Entity ID (SAM)**

Agency To Which You are Submitting Report filter

Reporting Period Month filter

Reporting Period Year filter

2015

Report Submitted As filter

Vendor Name

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

Submit Save & Continue Cancel

## 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 MI	HBCU MI %	HUBZ	HUBZ %	VOSB	VOSB %	SD_VOSB	SD_VOSB %	ANC	ANC %	ANCN	ANCN %
	28,258,964	36.6	45,483,758	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	0	0	0	0	0	0	0	0	0.0
	4,650,537	62.0	2,651,920	38.0	7,502,457	110,264	1.5	978,986	13.0	0	0.0	0	0.0	2,147,715	28.6	1,685,872	22.5	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
	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

## 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 12:09:08		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