Sample Individual Subcontract Report (ISR)
Step-by-Step Screen Shots of the Contractor Submission Process

Step 1: Instructions

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
Step 2: Enter Contract #

**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 central repository containing a searchable collection of over 12 million federal contract actions. 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.

Additionally, please note that Department of Defense will not go live with eSRS until later this year. Please contact your contracting official to discuss MOU subcontracting reporting requirements.

**Enter Prime Contract Number For Report**

* indicates a required field

**Select Existing Contract:**
If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):

If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):
Step 3: Contract Details

Contract Details

Contract Type:
- [ ] prime
- [ ] sub

Prime Contract Info
- Number: [Redacted]
- Agency: [Redacted]

Back  Cancel  Save  Save & Continue
Step 4: Subcontracting Report

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

1. DUNS #: [Help]
   0000088

2. Verify Data:
   If the data provided on this step from FPDS is correct, please choose "yes". Otherwise, choose "no" and contact your contracting officer to correct the problem.
   [Yes] [No]

3. Corporation, Company or Subdivision Covered:
   a. Vendor Name: [Help]
      CORPORATION
   b. Vendor Physical Address: [Help]

Street Address*: [Help]
   [Help]

City*: [Help]
   [Help]

State*: [Help]
   (USA and Canada only)
   Pennsylvania

Foreign Provinces:

Zip*: [Help]
   19407

Country: [Help]

Progress:
- Subcontracting Report
- Verify Data
- Vendor Name
- Vendor Physical Address
- Vendor Mailing Address
- Awarding Contract
- Contracting Office Agency Name
- Contracting Office ID
- Contracting Office Name
- Prime Contract Number
- Product/Service Code
- Current Contract Value
- Ultimate Contract Value
- Is your contract administered by an office other than the Contracting Office that awarded the contract?
- Subcontracting Report Conf'd
- Subcontract Awards

Tips:
- Clicking 'Save' or 'Save and Continue' will save your report and allow you to leave and continue your report later.
- Click 'Save and Continue' to save information on the current page and go to the next page of the form.
- Click 'Save' if you want to save and stay on the current page.
- Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list.

If you receive an error notification: You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.

Quickly skip to any page by clicking the steps in the left column.
c. Vendor Mailing Address:

Street Address:
- [Help]
- PO Box [Help]
- [Help] ST

City:
- [Help]
- CA [Help]

State:
- [Help]
- (USA and Canada only)
- Pennsylvania
- [Help]

Foreign Province:

Zip+4:
- [Help]
- [Help]

Country:
- [Help]
- United States

4. Agency Awarding Contract:
- DEPT OF DEFENSE (0700)

5. Contracting Office Agency ID:
- [Help]

6. Contracting Office Agency Name:
- DEPT OF [Help]

7. Contracting Office ID:
- [Help]

8. Contracting Office Name:
- [Help]

9. Prime Contract Number:
- [Help]

10. Product/Service Code:
- 8455

11. Current Contract Value:

12. Ultimate Contract Value:
- [Help]
- [Help]

13. Is your contract administered by an office other than the Contracting Office that awarded the contract?:
- [Help]
- Yes [Help]
- No
Step 5: Subcontracting Report Continued

# D-15

1. **Contact Information**
   
2. **Reporting Period From Inception of Contract Thru**
   - Mar 31
   - Sept 30

3. **Type of Report**
   - regular
   - final

4. **Agency Awarding Contract**
   - RDECOM (RDECON)

5. **Report Submitted As**
   - prime contractor

Tips:
- Clicking 'Save' or 'Save and Continue' will save your report and allow you to leave and continue your report later.
- Click 'Save and Continue' to save information on the current page and go to the next page of the form.
- Click 'Save' if you want to save and stay on the current page.
- Click 'Cancel' to leave and continue your report from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the report list.
- If you receive an error notification, you can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.
- Quickly step to any page by clicking the steps in the left column.
Step 6: Subcontract Awards

### Subcontract Awards

1. Dollars and Percentages in the Following Blocks:

   - **Includes Indirect Dollars** - If the approved Individual Subcontracting Plan indicates that Indirect Subcontracts were included in the dollars and percentage goals.
   - **Does Not include Indirect Dollars** - If the approved Individual Subcontracting Plan did not indicate that Indirect Subcontracts were included in the dollars and percentage goals.

<table>
<thead>
<tr>
<th>Current Goal:</th>
<th>Actual Cumulative:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Whole Dollars</td>
</tr>
<tr>
<td>2a. SMALL BUSINESS CONCERNS</td>
<td></td>
</tr>
<tr>
<td>2b. LARGE BUSINESS CONCERNS</td>
<td></td>
</tr>
<tr>
<td>2c. TOTAL</td>
<td></td>
</tr>
<tr>
<td>Current Goal:</td>
<td>Actual Cumulative:</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td>Whole Dollars</td>
</tr>
<tr>
<td>3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</td>
<td></td>
</tr>
<tr>
<td>4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</td>
<td></td>
</tr>
<tr>
<td>5. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)</td>
<td></td>
</tr>
<tr>
<td>* This field is required only for contracts with DOD, NASA, and Coast Guard.</td>
<td></td>
</tr>
<tr>
<td>6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</td>
<td></td>
</tr>
<tr>
<td>7. VETERAN-OWNED SMALL BUSINESS CONCERNS</td>
<td></td>
</tr>
<tr>
<td>8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</td>
<td></td>
</tr>
</tbody>
</table>
9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES

10. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES

11. Which method do you use to collect subcontracting data for this report?*
   - payment basis
   - commitment basis
   - other

12. Certification*:
   This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information visit [http://www.sams.gov/far/focframe.html](http://www.sams.gov/far/focframe.html)). If "No" is selected the report will be "Rejected"
   - Yes
   - No

13. Remarks:
   If you entered (0) zero in the small business section of this report or failed to meet the dollar or percentage goals in the Individual Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report.
14. Contractor’s Subcontracting Plan Administrator:

This is the name and contact information of the Contractor’s employee who is responsible for ensuring the contractor’s compliance with its subcontracting plan.

a. Contractors Official who Administers this Subcontracting Plan:

b. Phone Number of Individual who Administers this Subcontracting Plan:

c. E-mail address of Individual who Administers this Subcontracting Plan:

15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.:

By listing an e-mail address, a notification will be sent to listed parties advising them that a subcontracting report has been submitted in eSRS for the Government’s review. The Federal Government Agency will not be notified via email unless you enter a notification e-mail address.
Step 7: Review

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

1. DUNS #:
   0

2. Verify Data:
   yes

3. Corporation, Company or Subdivision Covered:
   a. Vendor Name:
      CORPORATION
   b. Vendor Physical Address:
      Street Address: 3ST
Step 8: Submit Report

Submit Report

**Submission Instructions**

Please click submit to submit your report for review. Once the report is approved or rejected, you will receive an email notification about how to proceed.

(cancel) (back) (submit)