ELECTRONIC SUBCONTRACTING REPORTING SYSTEM (ESRS) TRAINING

Mary Helen Ruiz
Business Opportunities Office
October 20, 2011
Today's Objectives

1. Register New Users
2. Retrieve Reports
3. Guidance for Contractors
Intro to eSRS
What is eSRS?

• Process for electronic subcontracting
• Web-based paperless environment
• Federal Government Mandate in Oct. 2005
• Agency-wide Government Users and Contractor Users
• SBA Agency Coordinator
System Functionality

DUNS #

Electronic Reporting System

Contract Data

CCR  eSRS  FPDS-NG
Why is eSRS important?
Importance of eSRS Reporting

- Subcontracting Plans
- Contract Deliverables
  Doc ID 60573 8.0 – Require Semiannual & Annual Reports
- Track Socioeconomic Goals
- Report Goal Progress to NASA
- NASA encourages eSRS reporting for its primes
Registration Process
login

returning contractors: login

Email: 
Password: 
Login  Forgot Password

new contractor

Register for a new account

Registration instructions for Contractors
Contractor User Guide

Not a contractor user? Click here.

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
eSRS Registration Process for Contractors

1. Go to the eSRS Homepage at https://esrs.symplicity.com/
2. Select "For Contractors"
3. Select under the "New Users" heading, the "Register" button
4. Enter your company's DUNS 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, eSRS will pull the appropriate company information from the Central Contractor Registration (CCR) database and auto-populate most of the fields on the screen. You will still need to fill-in the required "contact information" fields. (If the auto-populate information is incorrect, you'll need to contact CCR rather than eSRS.)

For security purposes, the password must meet the following criteria:
1. Must be between 10 and 14 characters
2. Must contain 2 of each of the following: lower case letter, upper case letter, number, special character (i.e., !, %, $)

5. Once complete, make sure to select the "submit" button.
6. Open your email to look for the eSRS registration notice. In the email, click on the provided eSRS link to confirm your information and to continue the registration process.
7. Proceed to the "eSRS Sign-In" screen.
Quick Reference: New Users

- Log-in/register as a “Contractor” (not a “Government” User)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contract:</td>
<td>NAS703001</td>
</tr>
<tr>
<td>JPL DUNS:</td>
<td>095633152</td>
</tr>
<tr>
<td>Contracting Office Agency ID:</td>
<td>8000 (for NASA)</td>
</tr>
</tbody>
</table>
Retrieve Reports
Monday, October 17, 2011, 07:22 pm

This is an alert from the eSRS Online System notifying you that THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (DUNS: 124726448) have been issued a subcontract.

Details

Contract: NAS703001
Subcontract: 1356389.

He/she listed your duns as 095633152. Please notify your subcontractor if this duns is incorrect.

Please go to [https://esrs.symplicity.com/contractor](https://esrs.symplicity.com/contractor) and log in if you already have an account in eSRS or click on the "register" button if not. Review the submitted contract and you should accept or reject the report based on its completeness and accuracy to the best of your knowledge.
Lights, Camera . . . Take Action!

- “Accept” or “Reject” reports
- Print two copies:
  - Contract File
  - Distribute to BOO
Guidance for Contractors
Introduction to eSRS

This guide focuses on the system functionality, registration process, Federal Government Agency and Contractor responsibilities and a high level overview of the reporting process.
Reporting Periods and Tracking

Reports are due no later than 30 days after the period ends.

Semi-annual and Annual

- ISR: October 1 - March 30
  - Track goals for 6-month periods
  - Contract specific to JPL

- SSR: October 1 – Sept. 30
  - Tracks cumulative dollars for life of the contract

- ISR: April 1 – Sept. 30

Resources

• eSRS User Guides and Sample Reports
  http://www.esrs.gov

• Federal Service Desk

  Register for an FSD account prior to asking questions
  https://www.fsd.gov/app/answers/detail/a_id/148
  Hours: M-F 8 a.m. to 8 p.m. (Eastern)
  Phone: 1-866-606-8220

• Business Opportunities Office
  (P) 818-354-7532
Acronyms/Websites

• Electronic Subcontracting Reporting System (eSRS)  
  http://www.esrs.gov

• Central Contractor Registration (CCR)  
  http://www.ccr.gov

• Dun & Bradstreet Data Universal Numbering System (DUNS)  
  http://fedgov.dnb.com/webform

• Federal Procurement Data Systems-Next Generation (FPDS-NG)  
  http://www.fpds-ng.gov

• Individual Subcontract Report (ISR) formerly SF-294

• Summary Subcontract Report (SSR) formerly SF-295
QUESTIONS?