ELECTRONIC SUBCONTRACTING REPORTING SYSTEM (ESRS) TRAINING

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Business Opportunities Office
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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
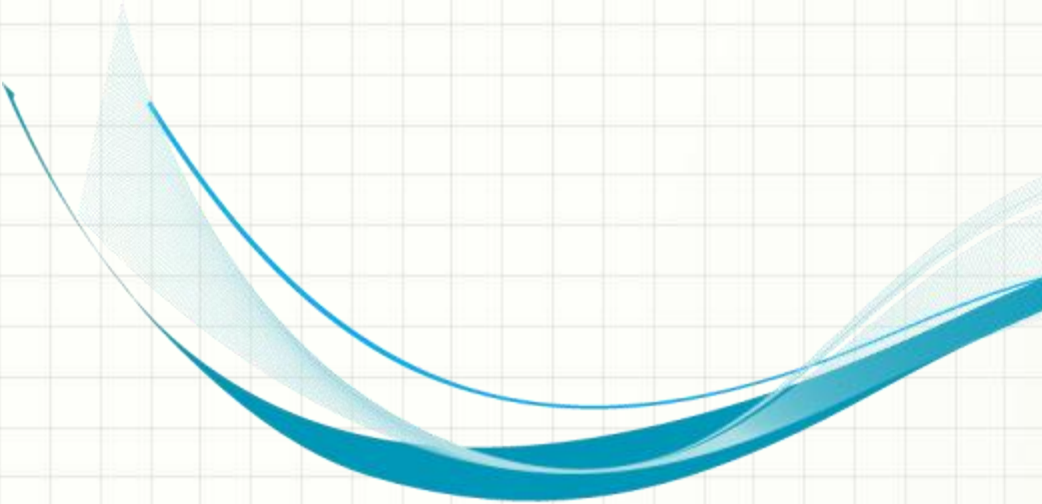
DUNS #

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

eSRS

Integrated Acquisition Environment
Electronic Subcontracting Reporting System

FOR CONTRACTORS

login

returning contractors: login

Email: [_____]

Password: [_____]

Login ▶ 🔑 **Forgot Password**

new contracto

Register for a new accou

Register ▶

📄 **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 fo Report Generating Reports

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eSRS Registration Process for Contractors

Print this page

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.

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For Help: Federal Service Desk

Quick Reference: New Users

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

Prime Contract:	NAS703001
JPL DUNS:	095633152
Contracting Office Agency ID: (for NASA)	8000

Retrieve Reports

From:	rgerst@berkeley.edu
To:	Ruiz, Mary Helen (2680)
Cc:	
Subject:	Individual Subcontract Report Submitted

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: 124726

Details

       Contract: NAS703001
       Subcontract: 1356389.
       Report Period: Sept 30, 2011

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

Please go to https://esrs.symplicity.com/contractor and log in if you already have an accout in eSRS or click on the "register" butt
the submitted contract and you should accept or reject the report based on its completeness and accuracy to the best of your kno

Lights, Camera . . . Take Action!

- "Accept" or "Reject" reports
- Print two copies:

  * Contract File

  * Distribute to BOO

Guidance for Contractors

🌣73° F | Weekend | 10-Day | 🔍 ▾ | 🎥 ▾ | Get weather on your phone

News | Hotmail | Autofill | Video | Private

Search | Ask | Facebook ▾ | ▶ 🔊 Listen to music ▾ | Amazon | YouTube | 70° Pasadena, CA ▾ | CNN ▾ | Fun Games ▾ | Celebrity ▾ | E-mail ▾ | Word

(eporting System)

eSRS

Integrated Acquisition Environment
Electronic Subcontracting Reporting System

E·GOV

Integrated Acquisition Environment

USA.gov
Government Made Easy

Log-In or Register Now:

👤 **GOVERNMENT**   👤 **CONTRACTORS**

Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access eSRS.

Department of Defense organizations that handle unclassified contracts will use eSRS in October 2008. Classified contract reporting should still be done through your government contracting official.

| Training | About eSRS | FAQs |

Introduction to eSRS

This guide focuses on the system functionality, registration process, Federal Government Agency and Contractor responsibilities and a high level overview of
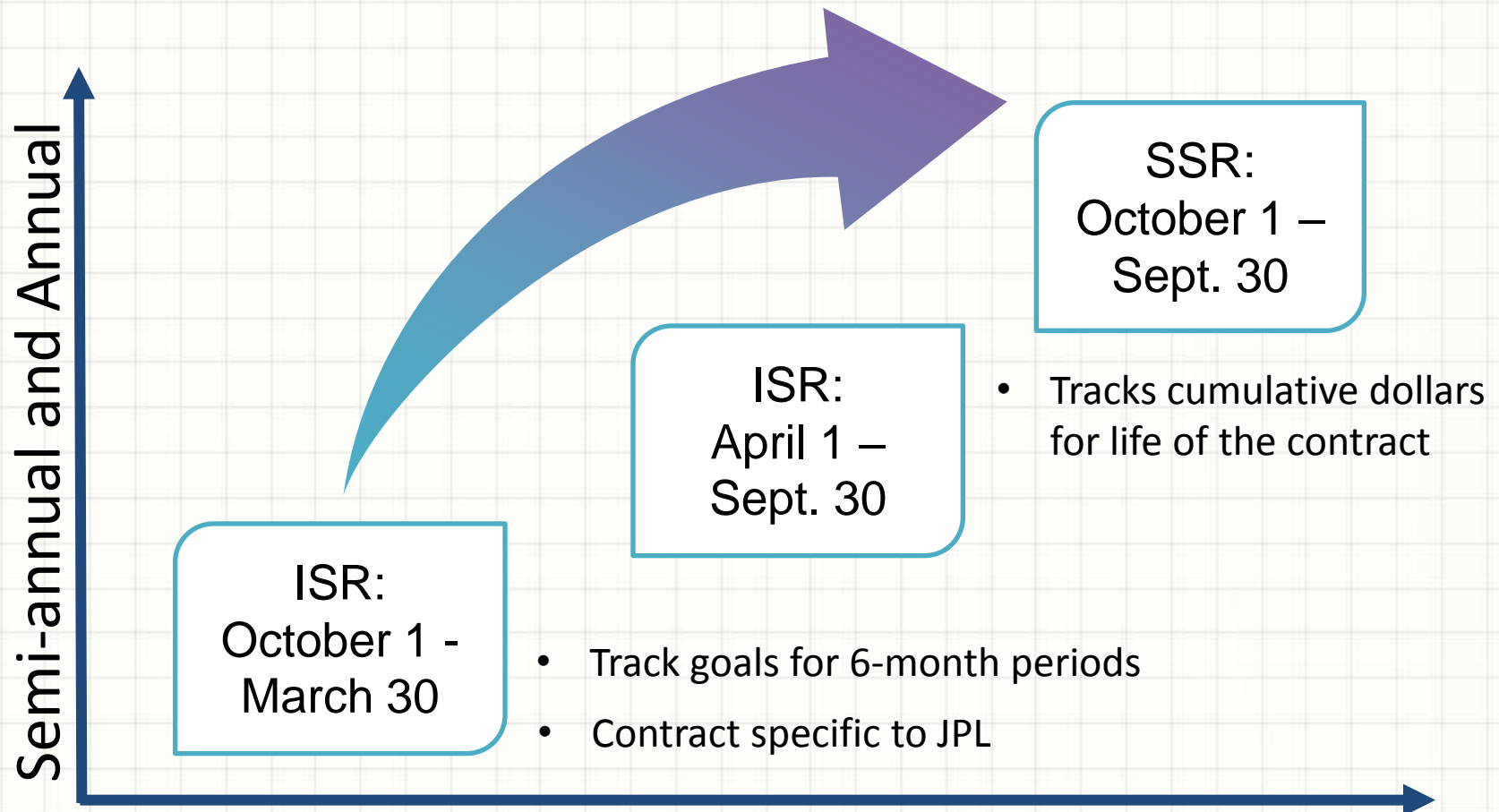
Documents

User Guides
» eSRS Contractor Guide
» eSRS Agency Coordinator Guide
» eSRS CO Guide
» eSRS POC Guide
» eSRS DGU Guide

Training Materials
» 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

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Reporting Periods and Tracking

Semi-annual and Annual (vertical axis label)

SSR:
October 1 –
Sept. 30

- Tracks cumulative dollars for life of the contract

ISR:
April 1 –
Sept. 30

ISR:
October 1 -
March 30

- Track goals for 6-month periods
- Contract specific to JPL

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

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?