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

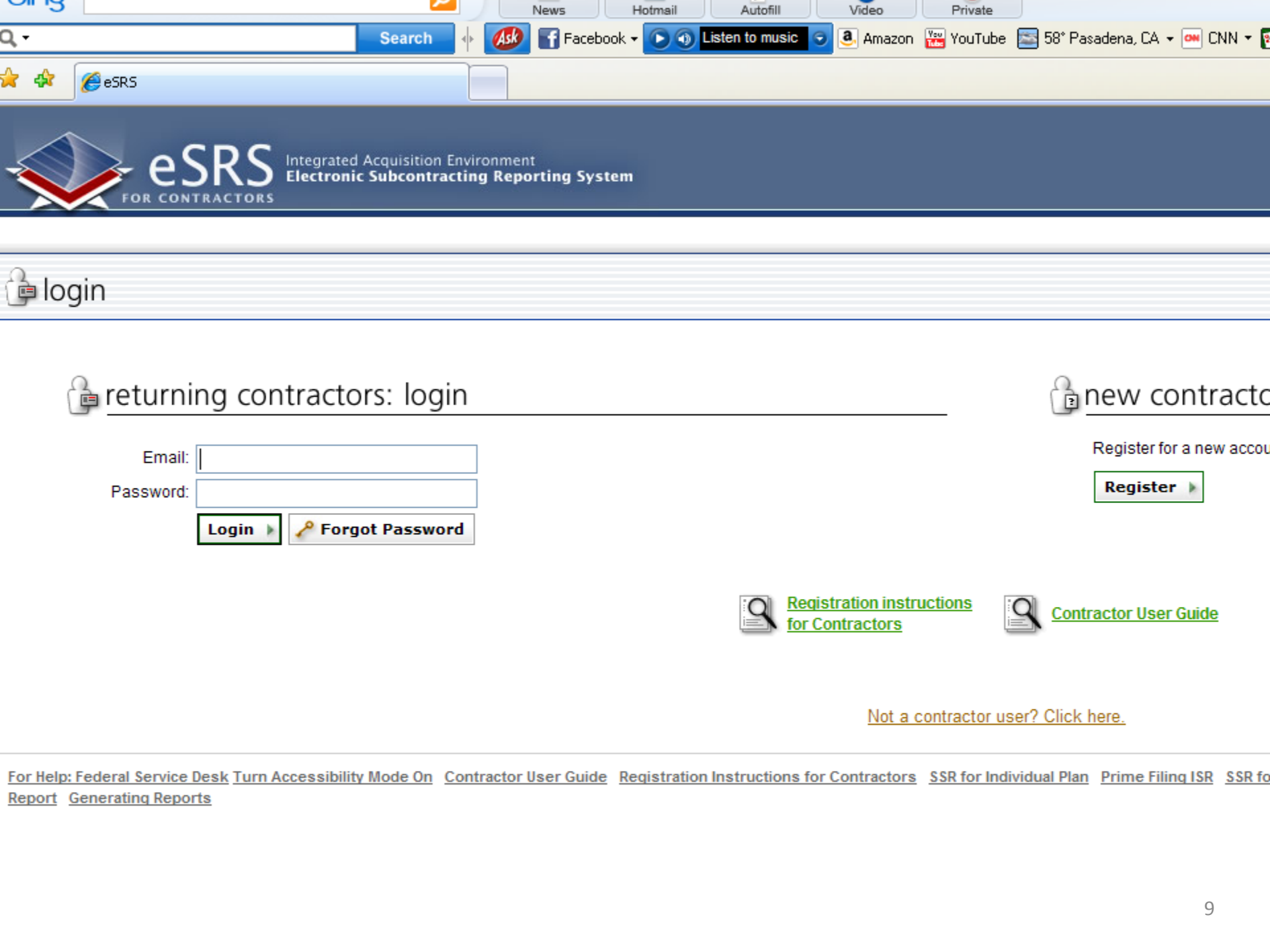
Why is eSRS important?

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


News
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FOR CONTRACTORS
Integrated Acquisition Environment
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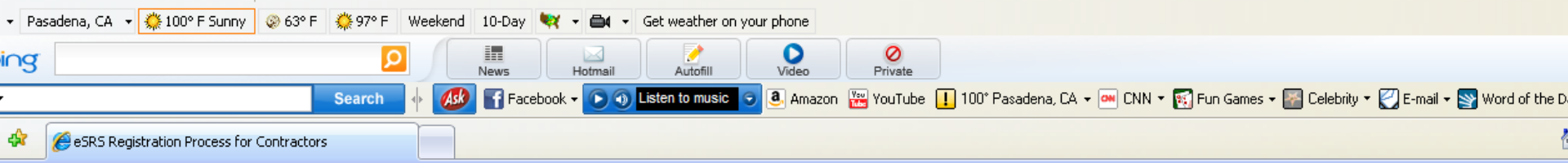
Register
Registration instructions for Contractors
Contractor User Guide
Not a contractor user? Click here.
For Help: Federal Service Desk
Turn Accessibility Mode On
Contractor User Guide
Registration Instructions for Contractors
SSR for Individual Plan
Prime Filing ISR
SSR fo
Report
Generating Reports



eSRS Integrated Acquisition Environment
Electronic Subcontracting Reporting System

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

Important

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

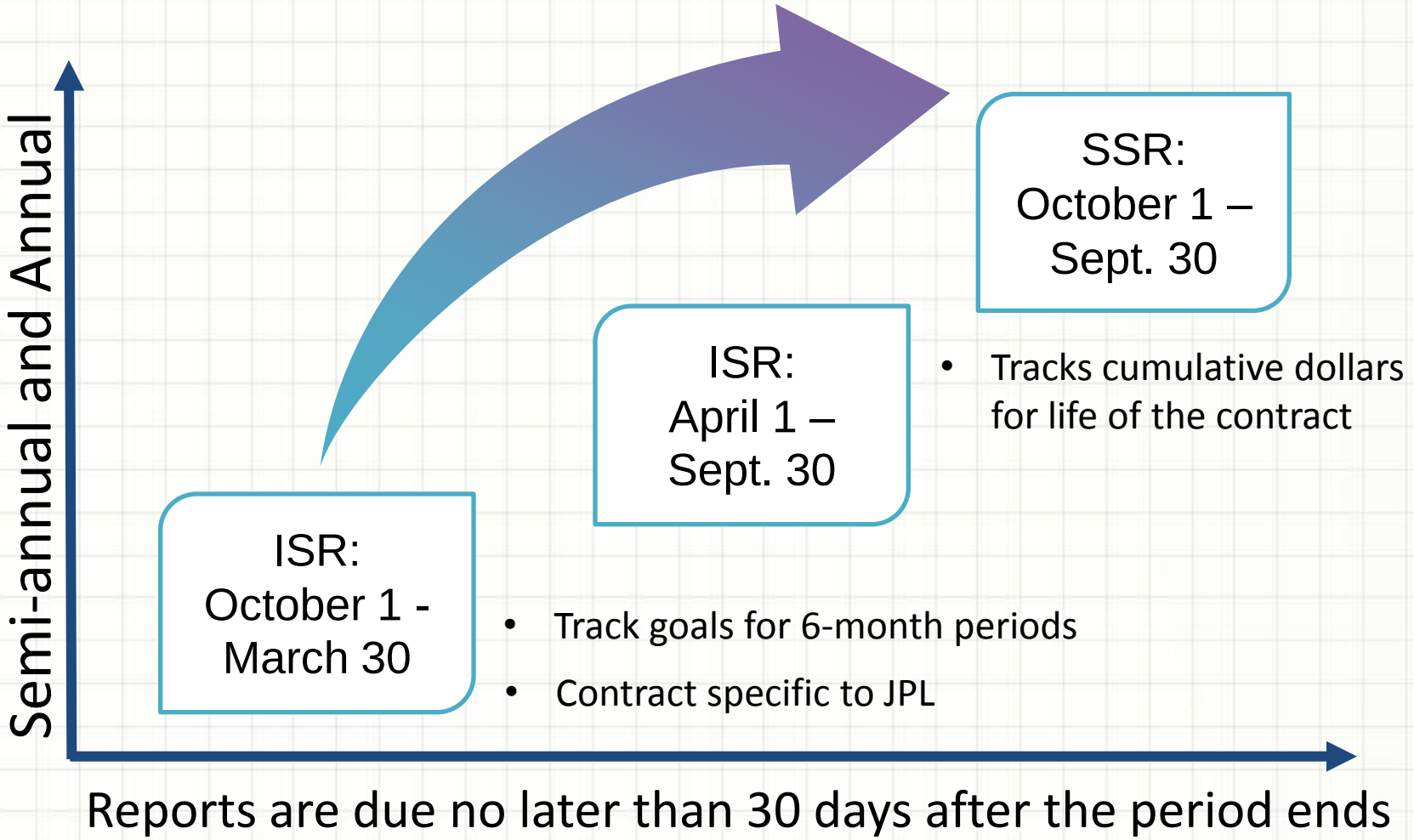
Lights, Camera . . . Take Action!

- "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
Facebook
Listen to music
Amazon
YouTube
70° Pasadena, CA
CNN
Fun Games
Celebrity
E-mail
eporting System)
eSRS
Integrated Acquisition Environment
Electronic Subcontracting Reporting System
E-GOV
USA.gov
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

Reporting Periods and Tracking



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?