



# Electronic Subcontracting Reporting System (eSRS)

<http://www.esrs.gov>

Department of Defense Government Training  
Submitting a SSR – Individual Plan



# **Submitting a Summary Subcontracting Report (SSR) – Individual Plan**



## Subcontracting Program: The Basics - Regulatory Requirements

### ▶ A Subcontracting Plan is required when:

- Contracts > \$550 K (\$1M construction) AND subcontracting opportunities exist
- Modifications > \$550 K with new work AND subcontracting opportunities exist
- Contract is a multi-year contract

### ▶ A Subcontracting Plan is NOT required:

- When contract performance is entirely outside the United States and outlying areas
- For personal services contracts
- When modifications within general scope do not contain FAR Clause 52.291-8 (or prior clauses for contracts awarded before PL 95-507)

**Note:** If you are unsure as to whether or not you should be filing a subcontracting report, contact your government contracting official to discuss.



## SSR Reporting – Individual Plan

A screenshot of the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) home page. The browser window shows the address bar with the URL "https://eSRS-dod.symplify.com/index?i". The page header includes the eSRS logo and navigation links: "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "home" and features several buttons for reporting: "Add Contract to Worklist", "File ISR (FORMERLY SF-290)", "File FFATA", "File SSR (FORMERLY SF-290)", "File Year-End Supplementary Report (FOR SDB)", and "File SDB Participation Report (FORMERLY OF-112)". On the right side, there are sections for "alerts" (No current alerts) and "announcements" (There are no announcements at this time). The footer of the page indicates "Beta Desk: Privacy Policy Version 1.1".

- ▶ **When you log into eSRS, you will come to this home page.**
- ▶ **From the home page, you can:**
  - File and review reports
  - Get system announcements
  - Review your profile
- ▶ **To see reports that have previously been filed under the DUNS # you registered with, select “Contract Worklist” from the top page navigation.**
- ▶ **To file a report, click on the link on the left of the page that says “File SSR.”**



# SSR Reporting – Individual Plan

The screenshot shows a Microsoft Internet Explorer browser window displaying the eSRS (Electronic Subcontracting Reporting System) interface. The page title is "summary subcontract reports". The navigation bar includes "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "New Report" and features a vertical navigation bar with five steps: 1. Instructions (selected), 2. Subcontracting Report, 3. Subcontract Awards, 4. Review, and 5. Submit Report. The "Instructions" section contains a "Please Note" message and a list of requirements for prime contractors, including having an approved commercial subcontracting plan, a description of products and services, a NAICS code, and an email address for the reviewing agency representative. At the bottom of the instructions, there are "Cancel" and "Continue" buttons.

▶ eSRS contains a number of new fields that do not exist on the paper form. Before you begin the report filing process, you should have the following items for referral:

- DUNS number as it appears on your contract
- Description of Products and Service
- NAICS

▶ Once you have those documents, click “Continue”.

▶ **Quick Tip:** The left side navigation bar will show you where you are in the process of filing a report.



# SSR Reporting – Individual Plan

The screenshot shows a web browser window with the URL [https://esrs-dod.symplicity.com/index?report\\_step=2](https://esrs-dod.symplicity.com/index?report_step=2). The page title is "summary subcontract reports". The user is identified as "User: ssresrstest@yahoo.com". The form is titled "SUMMARY SUBCONTRACT REPORT" and includes a progress indicator on the right. The form fields are:

- 1. Type of Plan\*:  Individual  commercial
- 2. DUNS #: [Text Field] [Auto-Fill Company Info From Duns](#)
- 3. Corporation, Company or Subdivision Covered:
  - a. Vendor Name\*: [Text Field]
  - b. Vendor Physical Address:
    - Street Address\*: [Text Field]

The progress indicator on the right shows the following status:

- Subcontract Report:
- Type of Plan:
- DUNS #:
- Vendor Name:
- Vendor Physical Address:
- Vendor Mailing Address:
- Date Submitted:
- Contact Information:
- Reporting Period:
- Agency to which the report is being submitted:
- Report Submitted As:
- Product or Service #1:
- Product or Service #2:
- Subcontract Awards:

The tips section on the right states: "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."

▶ Select “Individual” under “Type of Plan.”

▶ Input your DUNS #.

- Your company’s address information will be pulled directly from FPDS-NG. If the information is not correct, you must notify your contracting official so they can update your company’s information.
- If you do not have your company’s DUNS, you can manually input your address information.

▶ Your progress through the system is indicated in the box on the right-hand navigation.



## SSR Reporting – Individual Plan

eSRS Department of Defense Testing - Microsoft Internet Explorer

Links

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [https://esrs-dod.symplixity.com/index?report\\_step=2](https://esrs-dod.symplixity.com/index?report_step=2) Go

4. Date Submitted\*:

5. Contact Information\*:

6. Reporting Period\*:  
 Oct 1 - Mar 31  Oct 1 - Sept 30  
a. Year\*:

7. Agency to which the report is being submitted\*:

8. Report Submitted As\*:  
 prime contractor  
 subcontractor  
 both

9. Contractor's Major Products or Service Lines:  
This reflects the description of the two major products and/or services, and the NAICS codes for the product/services lines under the approved subcontracting plan that the contractor provides to the agency for which this report is being submitted to.

a. Product or Service #1\*:  
  
i. NAICS Code # 1\*:  
click [here](#) for description of naics codes

b. Product or Service #2:

- ▶ Input the date you are submitting the report and your contact information.
- ▶ Select the correct reporting period and year for the report submission.
- ▶ Select the Agency to which the report is being submitted. Do not select the Department of Defense. Make sure you select the actual Agency or Service such as the US Air Force or Missile Defense Agency.
- ▶ Indicate whether you are a prime contractor or a subcontractor.
- ▶ Input the Product or Service you are reporting on with the NAICS.



# SSR Reporting – Individual Plan

eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.simplity.com/index?

powered by simplity

myESRS | Profile | Contract Worklist | File | Review Reports

summary subcontract reports

BACK TO LIST

1 Instructions

2 Subcontracting Report

3 Subcontract Awards

4 Review

5 Submit Report

Save & Go Back Cancel Save Save & Continue

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS \* indicates a required field

	Whole Dollars	Percent
1a. SMALL BUSINESS CONCERNS	<input type="text"/>	
1b. LARGE BUSINESS CONCERNS	<input type="text"/>	
1c. TOTAL		100

  

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/>	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/>	
4. HISTORICALLY BLACK COLLEGE AND UNIVERSITY	<input type="text"/>	

Progress

- Subcontract Report
- Subcontract Awards
- Total Awards
- Small Business Awards
- Remarks
- Name
- Title
- Phone Number
- Certification
- Name
- Title
- Date
- CEO Approval
- Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.

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

- ▶ Fill in the subcontracting data for each business category
  - Mandatory fields will be marked with a red \*.



# SSR Reporting – Individual Plan

A screenshot of a web browser window showing the sSRS Department of Defense Testing form. The browser is Microsoft Internet Explorer, and the address bar shows "https://srs-dod.symplioty.com/index?". The form contains several sections:

- 9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES:** A text input field.
- 10. Remarks:** A text area with instructions: "If you entered (0) zero in the small business section of this report or failed to meet the dollar or percentage goals in the Commercial 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." Below the text is a large text input area.
- 11. Contractors Official Who Administers Subcontracting Program:** This section asks for the name and contact information (telephone number and email address) for the individual who administers the contractor's Small Business Subcontracting Program. It includes three sub-sections:
  - a. Name\*:** A text input field.
  - b. Title\*:** A text input field.
  - c. Phone Number\*:** A text input field.
- 12. Certification\*:** This section asks for a certification that the data being submitted is accurate. It includes the text: "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.armet.gov/far/facframe.htm> see FAC 05-019). If "No" is selected the report will be "Rejected". Below this text are two radio buttons: "Yes" and "No".
- 13. Chief Executive Officer(CEO):** A section header for the CEO information.

- ▶ **Enter report remarks.**
  - This allows you to explain why you have fallen short on your subcontracting plan and how to plan to address the issue.
- ▶ **Enter the contact information for the person at your company that administers your subcontracting program.**
- ▶ **Certify that the information you have entered in this report is correct.**



# SSR Reporting – Individual Plan

A screenshot of a Microsoft Internet Explorer browser window displaying the eSRS Department of Defense Testing web form. The browser's address bar shows the URL "https://esrs-dod.symplcity.com/Index?". The form contains several sections:

- 13. Chief Executive Officer(CEO):** This section includes a sub-header "This is the full name and title of the CEO for the company submitting this report. No delegation of authority is accepted." and three sub-questions: "a. Name\*:" with a text input field, "b. Title\*:" with a text input field, and "c. Date\*:" with a date picker and "Select" and "Clear" buttons.
- 14. CEO Approval\*:** This section includes a sub-header "This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file." and two radio buttons labeled "Yes" and "No".
- 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.\*:** This section includes a sub-header "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." and a large text area for entering email addresses.

At the bottom of the form, there are four buttons: "Save & Go Back", "Cancel", "Save", and "Save & Continue". The footer of the page includes "Help Desk", "Privacy Policy", and "Version 1.7".

- ▶ **Enter the contact information for your Chief Executive Officer (CEO).**
  - You must also certify that the CEO listed will sign a paper copy of this report and keep it on file.
- ▶ **Enter the e-mail address of government employee(s) or others to be notified you have submitted the report.**
  - This should include the person directly responsible for your contract as well as any others who may need to know that the report has been submitted.



## SSR Reporting – Individual Plan

- ▶ **Once you have filled in the remaining information, you will have the opportunity to review the information you have entered.**
- ▶ **If you find the information is correct, select “Submit” and your report will be filed in the system.**
  - Those you have designated with e-mail addresses in the report will be sent an e-mail notification that your report has been filed.
- ▶ **The report will now be found in the government side of eSRS. You cannot make any changes to the report until the government official rejects the report.**



## What Happens to the Report Once it is Submitted to eSRS?

