



Electronic Subcontracting Reporting System (eSRS)

<http://www.esrs.gov>

Department of Defense Government Training
April 2008



Report Types

▶ Individual Subcontract Report (ISR) – Formerly 294

– Who Needs to File a Report:

- All Other Than Small Businesses (OTSB) that have one or more price contract and/or subcontract in excess of \$550,000 (\$1 million for construction of public facility) with the federal government and have an Individual Subcontract Plan.

– Reports are:

- Submitted semi-annually during contract performance
- Due April 30 and Oct 30 (30 days after the reporting period ends)
- Due at the completion of contract performance

▶ Summary Subcontract Reports (SSR) – Formerly 295

– Who Needs to File a Report:

- All Other Than Small Businesses (OTSB) that have one or more price contract and/or subcontract in excess of \$550,000 (\$1 million for construction of public facility) with the federal government and have Individual Subcontract Plan.

– Reports are:

- Required semi-annually for DoD and NASA
- Due April 30 and October 30 (30 days after the reporting period ends)
- Due at the completion of contract performance



Reviewing your Reports

▶ To see your report actions:

- Log into the system at <http://www.esrs.gov>
- You will be taken to the “Home” page
- Under “Pending Actions” you will find:
 - Pending Reports
 - Reports that have not been reviewed and accepted or rejected
 - Accepted Reports
 - Reports that have been reviewed and accepted into the system

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links On Demand Workplace Home BCS Learning & Knowledge IBM Links Public Sector MSN Hotmail - Today

Address https://esrs-dod.symplcity.com/index?s=manager_home

Monday, January 7, 2008 | 4:25 pm
User [redacted] | Logout
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eSRS FOR GOVERNMENT Integrated Acquisition Environment Electronic Subcontracting Reporting System

Home Reports Individual Summary Year-End SDB SDB Participation Contracts Reporting My Account

eSRS Department of Defense Testing Home help back

Pending Actions

- 0 Individual Report(s) Pending
- 1 Summary Report(s) Pending
- 0 Year-End Report(s) Pending
- 0 SDB Participation Report(s) Pending

Note: Some pending Summary and Year-End Reports may not require action on your part, but should be reviewed for accuracy.

eSRS Statistics

Accepted ISRs	3
Accepted SSRs	3
Accepted Year-Ends	1
Accepted SDBs	0

Help Desk Privacy Policy Version 1.7

start 97% 4:25 PM Monday 1/7/2008

DoD Government eSR... eSRS Department of ...



Individual Subcontracting Report (ISR)

▶ All ISR's under the organization in which you registered under are listed here.

– These are the only reports in the system that you can take action on.

▶ You can look at all reports, accepted reports or pending reports.

▶ Reports can be sorted based on the column headings.

– Simply click on the header of the column you would like to sort by and the entire list will be sorted based on that selected criteria.

– To sort that column in ascending order, simply click on the column header again.

– The text in the column heading you selected will change to maroon, indicating you are sorting on that selection.

The screenshot shows the eSRS Department of Defense Testing web application. The page title is "Individual Subcontracting Reports". The navigation menu includes Home, Reports, Individual, Summary, Year-End SDB, SDB Participation, Contracts, Reporting, and My Account. The main content area displays a table of reports with the following columns: Contract Number, Contractor, Agency ID, Prime/Sub, Status, Type, Period, Year, Office ID, and Sub By. The table contains four rows of data:

Contract Number	Contractor	Agency ID	Prime/Sub	Status	Type	Period	Year	Office ID	Sub By
AA575757575	Company A	2100	Prime	ACC - October 24, 2007 3:23 pm	regular	Sept 30	2007	W31P4Q	annhowe
AA82928484	Company B	2100	Prime	REJ	regular	Sept 30	2007	W31P4Q	annhowe
AA57573245	Company C	2100	Prime	ACC - November 1, 2007 1:53 pm	final	Mar 31	2007	W912HN	diane.re
AA43809575	Company D	2100	Prime	ACC - October 30, 2007 4:56 pm	regular	Mar 31	2007	W912CN	lonnie.dr



Summary Subcontracting Report (SSR)

The screenshot shows the eSRS web application interface. The main content area displays a table of Summary Subcontracting Reports (SSR) for various contractors. The table has columns for Contractor, Status, Approving Agency, Report Period, Report Year, and Submitted By. The status column contains various codes such as ACC, REJ, and PEN. The table is sorted by the Status column, with maroon text indicating the current sort criteria.

Contractor	Status	Approving Agency	Report Period	Report Year	Submitted By
Company A	ACC - October 31, 2007 3:33 pm	ENERGY (ENERGY)	Oct 1 - Mar 31	2005	CompanyA@test.com
Company B	ACC - October 22, 2007 9:55 am	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) (9763)	Oct 1 - Mar 31	2007	Company B@test.com
Company C	REJ	COMPREHENSIVE SUBCONTRACT PROGRAM DIVISION (9763)	Oct 1 - Sept 30	2007	Company C@test.com
Company D	ACC - December 6, 2007 2:00 pm	COMPREHENSIVE SUBCONTRACT PROGRAM DIVISION (9763)	Oct 1 - Mar 31	2007	Company D@test.com
Company E	ACC - October 30, 2007 9:11 pm	AETC (AETC)	Oct 1 - Mar 31	2007	Company E@test.com
Company F	ACC - October 30, 2007 4:58 pm	ACA (ACA)	Oct 1 - Mar 31	2007	Company F@test.com
Company G	ACC - November 1, 2007 3:56 pm	MISSILE DEFENSE AGENCY (MDA) (973C)	Oct 1 - Mar 31	2007	Company G@test.com
Company H	ACC - October 26, 2007 4:08 pm	MISSILE DEFENSE AGENCY (MDA) (973C)	Oct 1 - Sept 30	2007	Company H@test.com
Company I	PEN	DDC (DDC)	Oct 1 - Sept 30	2007	Company I@test.com
Company J	REJ	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) (9763)	Oct 1 - Sept 30	2007	Company J@test.com
Company K	ACC - November 2, 2007 9:24 am	ENERGY (ENERGY)	Oct 1 - Sept 30	2007	Company K@test.com
Company L	ACC - October 25, 2007 5:20 pm	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) (9763)	2006	2006	Company L@test.com
Company M	ACC - October 30, 2007 9:13 pm	DEPT OF THE AIR FORCE (5700)	Oct 1 - Mar 31	2007	Company M@test.com
Company N	ACC - October 24, 2007 9:27 am	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) (9763)	Oct 1 - Mar 31	2007	Company N@test.com
Company O	ACC - November 2, 2007 1:31 pm	DEPT OF THE AIR FORCE (5700)	Oct 1 - Mar 31	2007	Company O@test.com
Company P	PEN	DEPT OF DEFENSE (9700)	Oct 1 - Sept 30	2007	Company P@test.com
Company Q	RPN	COMPREHENSIVE SUBCONTRACT PROGRAM DIVISION (9763)	Oct 1 - Sept 30	2007	Company Q@test.com
Company R					Company R@test.com

- ▶ All SSR's under the organization in which you registered under are listed here.
 - These are the only reports in the system that you can take action on.
- ▶ You can look at all reports, accepted reports or pending reports.
- ▶ Reports can be sorted based on the column headings.
 - Simply click on the header of the column you would like to sort by and the entire list will be sorted based on that selected criteria.
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 - The text in the column heading you selected will change to maroon, indicating you are sorting on that selection.



Report Status Descriptions

▶ Pending (PEN)

- The report has been submitted by the contractor and is waiting to be “accepted” or “rejected” by the appropriate government contracting official.

▶ Accepted (ACC)

- A government contracting official has reviewed the report and has found no known errors, issues or concerns and doesn’t require any clarification, information, or corrections **at this time**. They acknowledge receipt of the report. **Even though a report has been “accepted” it can be reviewed again and rejected at any time.**

▶ Rejected (REJ)

- A government contracting official has reviewed the report and has found errors, issues, or concerns and requires clarification, information or corrections to the report. They are not acknowledging receipt.

▶ Revised (REV)

- The original report was rejected by the appropriate government contracting official. The report has been revised by the contractor, resubmitted, and is awaiting to be “accepted” or “rejected” by the appropriate government contracting official.

▶ Reopened (RPN)

- The report has been opened by a government contracting official after previously being “accepted” into the system. This may occur when the government contracting official finds error or issues with the original report. Once the report has been reopened, it may be “accepted” or “rejected” again.



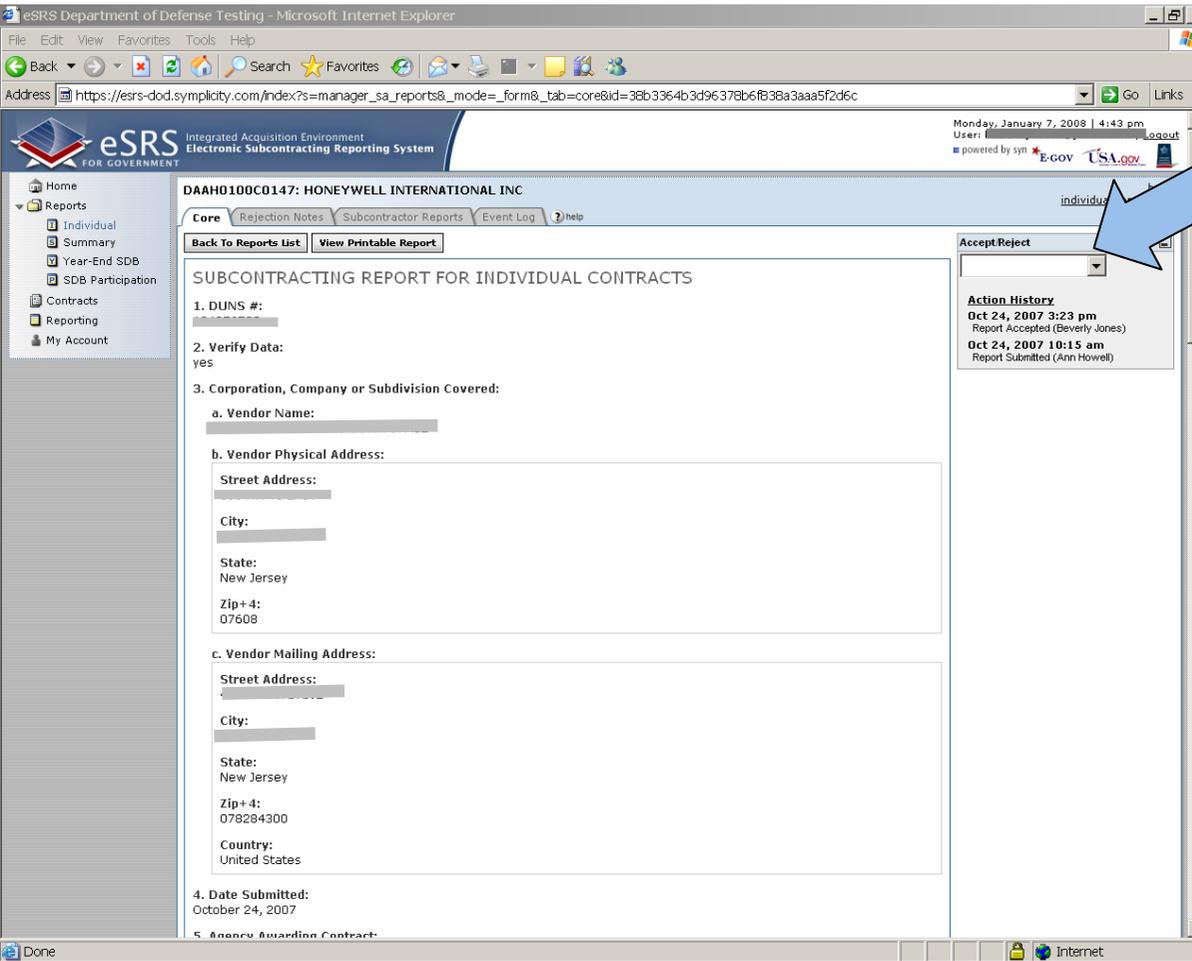
Accepting an ISR or SSR

► Steps for Government Contracting Official

- Click the  icon on left side of report listing
- Review the report content
- Select “Accept” from the pull-down menu
- **NOTE:** You can only “accept” a report that is in “pending” or “revised” status.
- “Acceptance” of the report means that you are accepting it into the system and acknowledging that the report was filed. You are not “accepting” the content as complete or accurate.
- At any time in the future, you can take a look at the report in more depth by “reopening” the report.

► Contractor View

- Once you have “accepted” the report, the contractor will receive an e-mail from the system letting them know that this action has been taken.
- The report screen they see when registered in the system will also highlight that the report has been accepted.



The screenshot displays the eSRS (Electronic Subcontracting Reporting System) interface. The main content area shows a 'SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS' for 'HONEYWELL INTERNATIONAL INC'. The report includes fields for DUNS #, verification data, and vendor information (name, physical address, mailing address, date submitted). A blue arrow points to the 'Accept/Reject' dropdown menu on the right side of the report details.

Report Details:

- 1. DUNS #: [REDACTED]
- 2. Verify Data: yes
- 3. Corporation, Company or Subdivision Covered:
 - a. Vendor Name: [REDACTED]
 - b. Vendor Physical Address:
 - Street Address: [REDACTED]
 - City: [REDACTED]
 - State: New Jersey
 - Zip+4: 07608
 - c. Vendor Mailing Address:
 - Street Address: [REDACTED]
 - City: [REDACTED]
 - State: New Jersey
 - Zip+4: 078284300
 - Country: United States
- 4. Date Submitted: October 24, 2007
- 5. Agency Awarding Contract: [REDACTED]

Action History:

- Oct 24, 2007 3:23 pm: Report Accepted (Beverly Jones)
- Oct 24, 2007 10:15 am: Report Submitted (Ann Howell)



Rejecting an ISR or SSR

▶ Steps for Government Contracting Official

- Click the  icon on left side of report listing
- Review the report content
- Select “Reject” from the pull-down menu
- **NOTE:** You can only “Reject” a report that is in “pending” or “revised” status.
- You will then have an opportunity to include comments back to the contractor outlining the reason(s) the report is being rejected.
- Hit “Submit”
- You cannot reject the report again until the contractor has made edits and resubmitted the report into the system.

Monday, January 7, 2008 | 4:31 pm
User: [Name] Logout
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DAAH0103C0005: HONEYWELL INTERNATIONAL INC

Core Rejection Notes Subcontractor Reports Event Log help

Back To Reports List View Printable Report

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

1. DUNS #: [Redacted]

2. Verify Data:
yes

3. Corporation, Company or Subdivision Covered:

a. Vendor Name:
[Redacted]

b. Vendor Physical Address:

Street Address:
[Redacted]

City:
[Redacted]

State:
Texas

Zip+4:
75051

Accept/Reject
[No Current Actions To Take]

Action History

Oct 25, 2007 9:30 am	Report Rejected (Beverly Jones)
Oct 24, 2007 10:30 am	Report Submitted (Ann Howell)

Rejection Notes

Beverly Jones	Oct 25, 07 09:31
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The actual cumulative percentage of Total Subcontract Awards falls too far below the goal

▶ Contractor View

- Once you have “rejected” the report, the contractor will receive an e-mail letting them know that this action has been taken. Your comments will be included in that e-mail.
- They must edit the content of the report and resubmit in order for you to take any further action on the report.



Report Action History

The screenshot shows a web browser window displaying the eSRS (Electronic Subcontracting Reporting System) interface. The page title is "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar shows the URL: https://esrs-dod.symplcity.com/index?&manager_sa_reports&_mode=_form&_tab=core&id=65cf7e8522b129aa205c7430012473ad. The page content includes a navigation menu on the left with options like Home, Reports, Individual, Summary, Year-End SDB, SDB Participation, Contracts, Reporting, and My Account. The main content area displays a "SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS" for "DAAH0103C0005: HONEYWELL INTERNATIONAL INC". The report details include: 1. DUNS #: [redacted], 2. Verify Data: yes, and 3. Corporation, Company or Subdivision Covered: a. Vendor Name: [redacted], b. Vendor Physical Address: Street Address: [redacted], City: [redacted], State: Texas, Zip+4: 75051. A blue arrow labeled "Action History" points to the right-hand side of the page, which contains an "Action History" section. This section lists two actions: "Oct 25, 2007 9:30 am Report Rejected (Beverly Jones)" and "Oct 24, 2007 10:30 am Report Submitted (Ann Howell)". Below this is a "Rejection Notes" section with the text: "Beverly Jones Oct 25, 07 09:30 The actual cumulative percentage of Total Subcontract Awards falls too far below the goal".

▶ The Report Action History outlines:

- Date the report was submitted into the system
- Date the report was "Accepted" or "Rejected"
- If Rejected, notes sent to contractor explaining why the report was rejected are included
- Date the report was "reopened" following the report being accepted
- Name of contractor who submitted the report
- Name of government contracting official taking action on the report



Contracts

The screenshot shows the eSRS (Electronic Subcontracting Reporting System) interface. The browser address bar shows the URL: https://esrs-dod.symplicity.com/index?_tab=list. The page title is "eSRS Department of Defense Testing - Microsoft Internet Explorer". The interface includes a navigation menu on the left with options like Home, Reports, Individual, Summary, Year-End SDB, SDB Participation, Contracts, Reporting, and My Account. The main content area is titled "Contracts" and features a "Contract List" tab. Below the tab is a search section with "Keywords" and "searches contract number and agency code" fields, and an "Apply Search" button. The search results are displayed in a table with columns for Contract Number, Agency, DUNS Number, and Vendor Name. The table lists 19 items, all from the DEPT OF THE ARMY (2100) agency, with various contract numbers and vendor names (Company A through Company P).

Contract Number	Agency	DUNS Number	Vendor Name
AA 030356848381-034586	INSCOM (INSCOM)	234584939	Company A
AA 584932039485848484	DEPT OF THE ARMY (2100)	234578483	Company B
AA587584239485757483	DEPT OF THE ARMY (2100)	474747474	Company C
AA589230498558493023	DEPT OF THE ARMY (2100)	432348484	Company D
AA584932304598594332	DEPT OF THE ARMY (2100)	432198745	Company E
AA543234598430239485	DEPT OF THE ARMY (2100)	123457894	Company F
AA542034985584392034	DEPT OF THE ARMY (2100)	123457894	Company G
AA584923045985943029	DEPT OF THE ARMY (2100)	575748392	Company H
AA584392340958490394	DEPT OF THE ARMY (2100)	494039484	Company I
AA584930495858585858	DEPT OF THE ARMY (2100)	484849493	Company J
AA584930495858585858	DEPT OF THE ARMY (2100)	575749403	Company K
AA585493049523492-20	DEPT OF THE ARMY (2100)	393867495	Company L
AA68493034958594039	DEPT OF THE ARMY (2100)	574967496	Company M
AA58549304958493049	DEPT OF THE ARMY (2100)	575940373	Company N
AA58439203988493203	DEPT OF THE ARMY (2100)	575940403	Company O
AA5748394820039483	DEPT OF THE ARMY (2100)	5745849375	Company P

Click on “contracts” on the left hand navigation menu.

This list contains all the contracts associated with your Service/Agency and below.

Click on the  icon or the contract number to review the details of the contract sent from FPDS-NG.

- You can also search through the contracts using the Keywords search located above the contracts list.

Delinquent Contracts

- If there are contracts in the system that have had a report filed and another report was not filed in the following reporting period, a list will be created showing those contracts.
- A contract will also be tagged this way if a final report was not submitted when a contract ended.