

electronic Subcontracting Reporting System (eSRS)
Quick Reference Recommendation for
Federal Government Employees



How to Generate a Report in eSRS

Quick Reference on How to Generate a Report in eSRS

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Quick Reference on How to Generate a Report in eSRS

Introduction: In the past, Federal Government contractors were required to file their Individual Subcontracting Report (ISR) on the Standard Form (SF) 294 and Summary Subcontract Report (SSR) on the Standard Form (SF) 295. The Presidential Management Initiative mandated the development and implementation of an electronic subcontracting process. Thus, the Initial Operating Capability Phase of the electronic Subcontracting Reporting System (eSRS) was implemented in October of 2005. Federal Government contractors are now required to submit their subcontracting accomplishments for Federal Government contracts in the eSRS, with the exception of some Department of Defense (DoD) contracts.

eSRS is a web-based government-wide subcontracting system that allows electronic submission, management (acceptance, revision, rejection), creation of reports and analyses of subcontracting data in a real-time paperless environment. In turn, there is a reduction in errors and processing time and no lost paper work which leaves more time for increasing subcontracting.

Quick Reference Objective: To provide guidance to Federal Government Employees on how to generate ad hoc and predefined reports in eSRS. This quick reference provides step-by-step instructions on how to generate a report in eSRS, so that you may analyze your agency's subcontracting data. It also provides information on some of eSRS' Predefined Reports. To receive specific information about your federal agency's eSRS processes, contact your agency's eSRS Agency Coordinator (AC) or Point of Contact (POC). **You can obtain the AC and POC contact information by using the "Contacts" link on the eSRS menu bar under "Agency".**

eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #1: What do the Terms “Predefined” and “Ad Hoc” Mean?

- **Ad Hoc Report:** An Ad-Hoc Report is one that you create from a criterion that you select. You can name the Ad Hoc Report whatever you want when you save it.
- **Predefined Report:** Predefined reports are reports in which the report basis has been pre-selected. However, additional information is required in the filter by the person generating the report.

Quick Reference #2: What do the Terms “Pending”, “Accept”, “Reopen” and “Reject” Represent?

Pending: This report has been submitted and is awaiting review to be “**Accepted or Rejected**” by the Federal Government agency that awarded the contract.

Accept: This report has been reviewed by the Federal Government agency that awarded the contract, and they have found no known errors, issues, or concerns and do not require any clarification, information, and/or correction and is, therefore, “**Accepting**” receipt of this report’s data.

- Although receipt of the report’s data has been “**Accepted,**” if upon further review, errors, issues, or concerns are found with the report, the Federal Government agency that awarded the contract will “**Reopen or Reject**” the report to obtain clarification, additional information, and/or correction.

Reopen: This report’s data was previously “**Accepted**” by the Federal Government agency that awarded the contract. However, upon further review of the report’s data, the agency found errors, issues, and concerns and requires clarification, additional information, and/or correction. Once the report concerns have been addressed and/or corrected sufficiently by the contractor and resubmitted, the federal agency will “**Accept**” receipt of the report’s data.

Reject: This report has been reviewed by the Federal Government agency that awarded the contract, and they have found errors, issues and concerns. The report requires clarification, additional information, and/or correction. Thus, they will not accept receipt of the subcontracting report’s data at this time. Once the report concerns have been addressed and/or corrected sufficiently, the federal agency will “**Accept**” receipt of the report’s data.

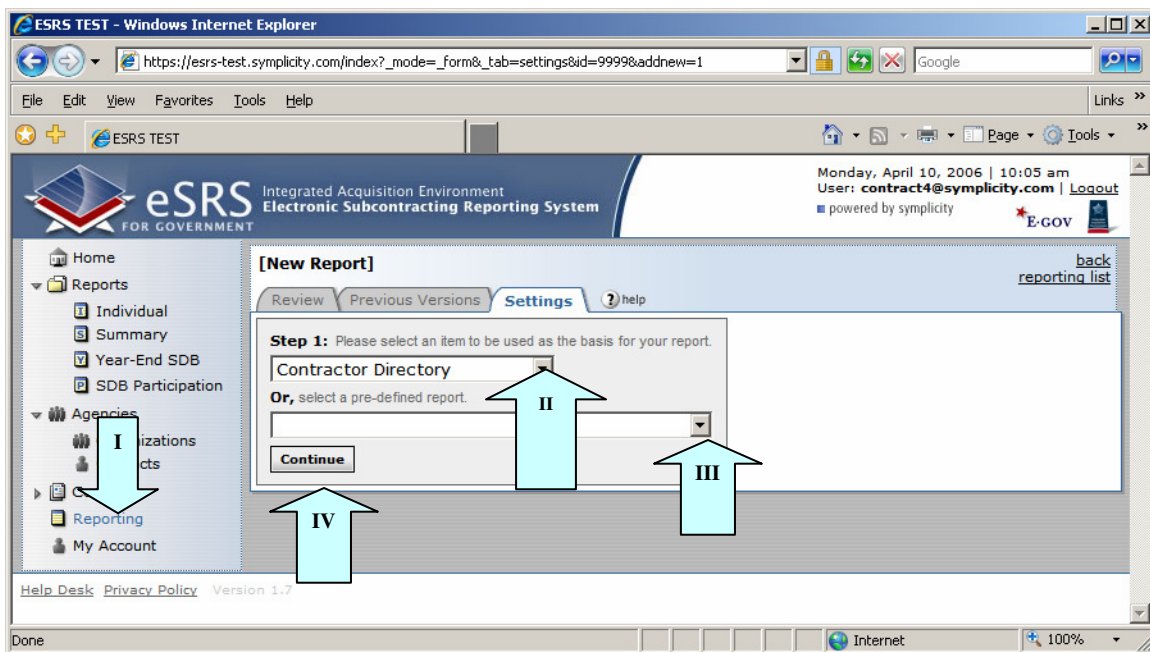
Quick Reference #3: How to Access eSRS

- Go to www.esrs.gov
- Click on “**Government**”
- Click on the “**Register**” tab
- Complete the registration
- Your user ID and password will be emailed to you confirming your registration
- Your registration must be approved by your agency’s designated eSRS Agency Coordinator (AC) or Point of Contact (POC)
- Once your registration has been approved, you can access eSRS

eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #4: How to Generate an Ad Hoc Report

- I. At the eSRS home page in the left hand corner under “Contracts,” click on “Reporting”
 - Scroll to bottom of screen and click “Add New”
- II. **Step 1:** use the drop-down menu and choose “Agency”, “Government Directory”, “Contractor Directory”, “Individual Subcontract Report”, or “Summary Subcontract Report” OR
- III. Click on the drop-down menu below to select a predefined report
- IV. Click “Continue”



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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #4: How to Generate an Ad Hoc Report (Continued)

- V. In “Save As” enter a name for your report and a description
- VI. **Step 2:** Scroll down to select the report data fields
- VII. Click on the box next to the data field you would like to see in your report
- VIII. Narrow the focus of the report by clicking on the arrow beside “filter” under the individual boxes. You can further define your criteria for that field
- IX. When updating an existing report, save the report under a different name
- X. Click “Submit” to generate your report. NOTE: “Save and continue” will save the report criteria and return you to the “Saved Report List”, but will not run the report.

The screenshot shows the 'New Report' configuration interface. At the top, there are tabs for 'Review', 'Previous Versions', 'Settings', and a help icon. A yellow warning box contains instructions about filtering by agency. Below this, the 'Save as' field is populated with '[f294] Kathryn I. Fiffick / 2010-04-06 15:23:10' and has a 'Max. on-screen results' dropdown set to 500. The 'Description' field is empty. A section titled 'Step 2: Please select the fields and filters you wish to have included in your report.' shows a 'Base Class' of 'Individual Subcontract Report'. A list of fields follows, each with a checkbox and a 'filter' link. Annotations include: a blue arrow labeled 'V' pointing to the 'Save as' field; a blue arrow labeled 'VI' pointing to the 'Contract' field; and a blue arrow labeled 'VIII' pointing to the 'filter' link for the 'Date Submitted' field.

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #4: How to Generate an Ad Hoc Report (Continued)

- XI. Click on “View Report”
- XII. There are several options available once the report is generated:
 - Run the report again by clicking on “Regen Report”
 - Show the report in a separate browser by clicking on the “Open in New Window”
 - Transfer the report into an Excel Workbook by clicking “Save as Excel”
 - Once you have transferred the report into Excel change the numerical values to numbers; Excel automatically transfers numbers over as text.
 - Re-configure the report by clicking on “Change Settings”
 - Go back to the report list by clicking the “Return to Report List”

Address: https://esrs.symplcity.com/index?_mode=_form&_tab=review

Monday, February 5, 2007 | 3:41 pm
User: angela.terry@sba.gov | Logout
powered by E-Gov USA.gov

[Subcontracting Achievements by Federal Agency] Angela Terry / 2007-02-05 15:24:16

Review Previous Versions Settings ? help





Regen Report Open In New Window Save As Excel Change Settings Return To Report List

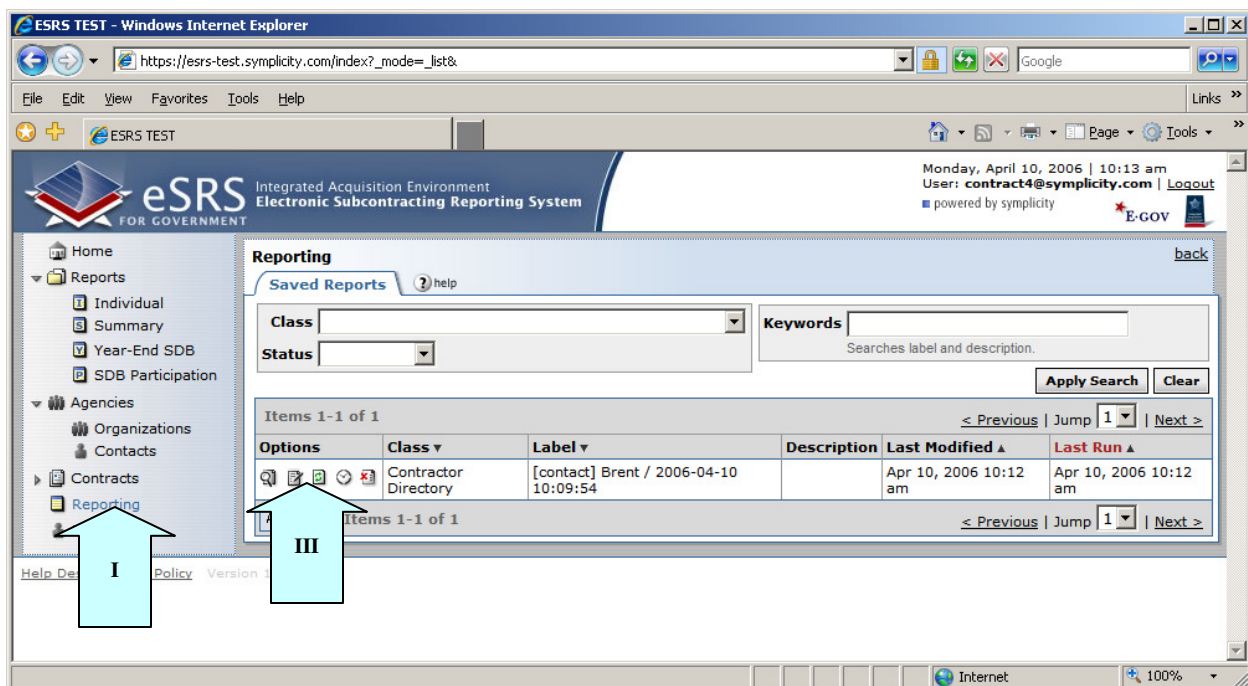
Reporting Agency	SB	SB %	LB	LB %	Total	SDB	SDB %	WOSB	WOSB %	HBCU MI	HBCU MI %	HUBZ	HUBZ %	VOSB
FY 2006														
STENNIS SPACE CENTER (SSCOO)	46,568,321	94.5	2,723,042	5.5	49,291,363	38,542,394	78.2	36,404,232	73.9	15,274	0.0	6,003,663	12.2	4,433,8
6800 (OLD CODE) (6800)	2,280,843	58.7	1,603,490	41.3	3,884,333	194,158	5.0	383,820	9.9	0	0.0	26,202	0.7	19,501
ADMINISTRATION (120A)	655,583	18.1	2,961,788	81.9	3,617,370	7,141	0.2	34,104	0.9	0	0.0	1,860	0.1	10,166
AGENCY FOR HEALTH CARE RESEARCH AND QUALITY (7528)	1,571,041	39.6	2,395,156	60.4	3,966,197	725,671	18.3	245,641	6.2	0	0.0	0	0.0	31,108
AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	57,824,800	40.2	85,853,568	59.8	143,678,368	3,328,215	2.3	12,746,807	8.9	32,817	0.0	388,638	0.3	76,712
AGRICULTURAL MARKETING SERVICE (12K2)	101,600,517	32.7	208,984,203	67.3	310,584,720	8,813,780	2.8	17,368,274	5.6	92,207	0.0	1,688,782	0.5	11,692,
AGRICULTURAL RESEARCH SERVICE (12H2)	50,699,360	15.2	262,469,279	84.8	333,168,638	3,475,829	1.0	26,148,886	7.8	0	0.0	7,457,532	2.2	5,938,1
AGRICULTURE, DEPARTMENT OF (1200)	19,149	36.1	33,930	63.9	53,079	44	0.1	26	0.0	0	0.0	0	0.0	174

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #5: How to View a Report Previously Generated by the User

- I. View an Existing Report by clicking on “**Reporting**” on the left navigation menu
- II. A list of Saved Queries/Report will be displayed
- III. There are several options to choose from once the reports list is displayed
 - To view the report click on. “”
 - To edit the report parameters click on. “”
 - To regenerate the report click on. “”
 - To view results of previously run reports, click on. “”

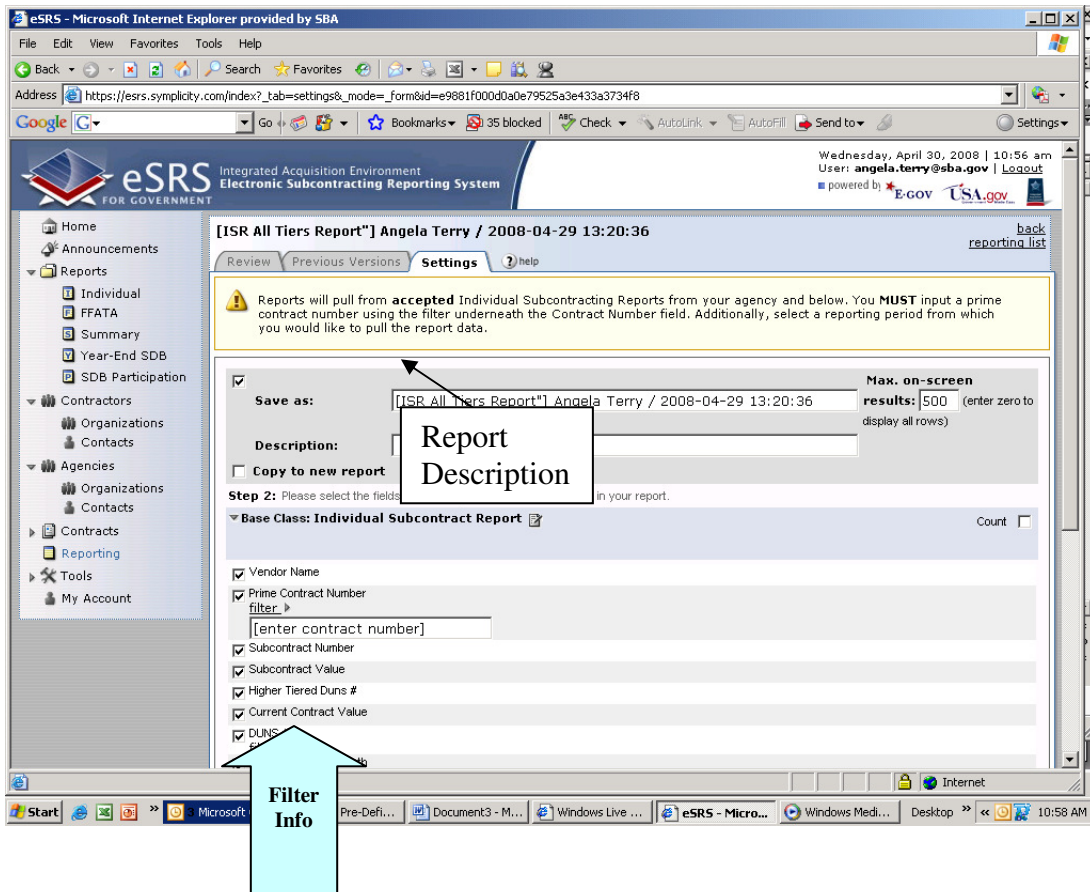


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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports?

Predefined reports are reports in which the report basis has been pre-selected. However, additional information is required in the filter by the person generating the report. This document will provide a brief synopsis of some of the current predefined reports in eSRS and the processes to generate predefined report. If you are using a predefined report that is not within this document, the description of any predefined report is located above “Save As” within the report perimeter screen (see below).



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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports? (Continued)

Subcontracting Contractor Award Dollars:

This report pulls data from the “**Accepted**” Summary Subcontracting Reports (SSR) for plan type Individual and Commercial for reports submitted to your agency and below. This report allows the government user to view their contractors’ total subcontracting dollars in each socio-economic category.

Note: You may use the “filter” function to obtain data for a specific agencies, reporting periods, report submitter, SBA Regions or Contracting Areas, or by specific states by clicking on the "filter" link underneath the field you desire to filter, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report:

- Enter the DUNS# of the prime contractor by using the filter underneath “**DUNS#**”
- To select a report for a specific agency use the filter under the “**Agency to Which You Are Submitting Report**”). From the drop down menu select the agency for which you are pulling data
- If you only want data from the agencies you selected, check the "**Limit filter to select values**" **checkbox**; otherwise, reports will pull from the agencies selected and their respective sub-agencies
- By not choosing any agencies, all agencies will appear in the report results
- Select a specific reporting period (Oct 1- March 31 or Oct 1 –Sept 30) by selecting from the drop down menu under “**Reporting Period Month**”
- Select specific reporting years you would like to evaluate by selecting from the drop down menu under “**Reporting Period Year**”
- If you would like to select reports submitted for a specific contractor type use the filter underneath “**Report Submitted As**”. **Remember choosing both will give you a contractor that has provided their data as a prime and subcontractor.** If you do not use the filter, the report will pull in data for available choices
- View contractor’s award dollar by state and/or country, using the filter underneath the “**Summary Subcontract Report: Vendor Physical Address**” make your selection from the dropdown menu

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports? (Continued)

5-Year Contractor Trend Report:

This report pulls data from the “Accepted” Summary Subcontracting Reports (SSR) for plan type Individual and Commercial for reports submitted to your agency and below. This report shows the contractor’s average percentage and the percent change subcontracting trend over specified years in each socio-economic category. You **MUST** input a DUNS number to run this report.

Note: You may use the “filter” function to obtain data for a specific contractor and reporting period, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report.

- Enter the DUNS# of the prime contractor by using the filter underneath “**DUNS#**”.
- Select a specific reporting period (Oct 1- March 31 or Oct 1 –Sept 30) by selecting from the drop down menu under “**Reporting Period Month**”. Remember commercial reports are not submitted during different months. If you do not select a specific “**Reporting Period Month**” all reporting months will be displayed in your report
- Select a specific reporting year by selecting from the drop down menu under “**Reporting Period Year**”

ISR First Tier Report:

Pulls from “Accepted” Individual Subcontracting Report (ISR) and shows subcontracting awards at Tier 1 (prime contractor) only, the same as the paper SF-294.

Note: You may use the “filter” function to obtain data for a specific prime contract and DUNS#, by clicking on the "filter" link underneath the field you desire to filter, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report:

- To select a report for a specific agency use the filter under the “**Target Agency**”, check the “**Limit Filter to Select Values**” checkbox; otherwise, reports will pull from the agency selected and their respective sub-agencies
- Enter the prime contract number by using the filter underneath “**Prime Contract Number**”
- Enter the DUNS# of the prime contractor by using the filter underneath “**DUNS#**”
- Select a specific reporting period (month/year) by selecting from the drop down menu under “**Reporting Period**”

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports? (Continued)

Analysis of Subcontracting Plan Goal Attainment:

Pulls from “**Accepted**” Individual Subcontracting Report (ISR) and shows the % achievements against the % goals on the ISR for a given contractor. You **MUST** input a DUNS number and a report year to run this report.

Note: You may use the “filter” function to obtain data for a specific contractor by entering the DUNS#, reporting period and report type, by clicking on the "filter" link underneath the field you desire to filter, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report:

- To select a report for a specific agency use the filter under the “**Target Agency,**” check the “**Limit Filter to Select Values**” checkbox; otherwise, reports will pull from the agency selected and their respective sub-agencies
- If you would like to select reports submitted exclusively by the primes or subs, use the filter underneath “**Report Submitted As**”. Otherwise the report will pull all choices into the results
- Enter the prime contract number by using the filter underneath “**Prime Contract Number**”
- Enter the DUNS # of the prime contractor by using the filter underneath “**DUNS #**”
- Select a specific reporting period (month/year) by selecting from the drop down menu under “**Reporting Period Month**”
- If you would like to select a specific type of report (regular/final) use the filter under “**Report Type**”. If you do not select a specific report type the report will pull both (regular/final) reports

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports? (Continued)

Subcontracting Achievements by Federal Agency:

Pulls from the parent and sub-agencies “**Accepted**” SSR. The report allows the user to see the total subcontracting dollars for every federal agency (parent and sub-agency) in every socio-economic category. Differs from the **Federal Procurement Subcontract Report (SBA’s version)** report in that the dollars show up in the sub-agency in which the contractor submitted the report – e.g., NIH rather than HHS.

Note: You may use the “filter” function to obtain data for a specific agencies, reporting period, report submitter and type of plan by clicking on the "filter" link underneath the field you desire to filter, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report:

To select a report for a specific agency use the filter under the “**Agency to Which You Are Submitting Report**”. From the drop down menu select the agency for which you are pulling data.

- If you only want reports from the agencies you selected, check the "**Limit filter to select values**" checkbox; otherwise, reports will pull from the agencies selected and their respective sub-agencies.
- By not choosing any agencies, all available agencies will appear in the report results.
- Select a specific reporting period (Oct 1- March 31 or Oct 1 –Sept 30) by selecting from the drop down menu under “**Reporting Period Month**”.
- Select specific reporting years you would like to evaluate by selecting from the drop down menu under “**Reporting Period Year**”.
- If you would like to select reports submitted exclusively by the primes/sub/**both** (remember “**both**” is a contractor that has submitted their data as a prime and subcontractor). Use the filter underneath “**Report Submitted As**”. Otherwise the report will pull all choices into the results.
- Select the type of plan (Individual/Commercial) data you would like to view by using the filter underneath the “**Type of Plan**”. If nothing is selected, the report will pull in the results data from all choices.

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports? (Continued)

Federal Procurement Subcontract Report (SBA version):

This is the report that SBA will submit to the President and the Congress, representing the subcontracting portion of the annual goaling report required by Section 15(h) of the Small Business Act. It pulls from the “**Accepted**” Summary Subcontracting Reports (SSR) and allows the user to see the total subcontracting dollars for every federal agency in every socio-economic category. Differs from the Subcontracting Achievements by federal agency in that the dollars are rolled up to the department level in cases where an agency’s contractors submit reports to a sub-agency – (e.g., there will be one line for HHS, which will include reports submitted to NIH and other sub-agencies within HHS).

Note: You may use the “filter” function to obtain data for a specific prime contract, reporting period, report submitter, report type and agency by clicking on the "filter" link underneath the field you desire to filter, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report:

- To select a report for a specific agency use the filter under the “**Agency to Which You Are Submitting Report**”. From the drop down menu select the agency for which you are pulling data.
- If you only want reports from the agencies you selected, check the “**Limit filter to select values**” checkbox; otherwise, reports will pull from the agencies selected and their respective sub-agencies.
- By not choosing any agencies, all available agencies will appear in the report results.
- Select a specific reporting period (Oct 1- March 31 or Oct 1 –Sept 30) by selecting from the drop down menu under “**Reporting Period Month**”.
- Select specific reporting years you would like to evaluate by selecting from the drop-down menu under “**Reporting Period Year**”.
- If you would like to select reports submitted exclusively by the primes/sub/**both** (remember “**both**” is a contractor that has submitted their data as a prime and subcontractor), use the filter underneath “**Report Submitted As**”. Otherwise the report will pull all choices into the results.
- Select the type of plan (Individual/Commercial) data you would like to view by using the filter underneath the “**Type of Plan**”. If nothing is selected, the report will pull in both plan types into the results.

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports? (Continued)

ISR All Tiers Report:

Reports will pull from “**Accepted**” Individual Subcontracting Reports (ISR) for your agency and below. It will show the subcontracting achievements at every tier, from Tier 1 (prime contractor) down to an infinite number of lower tiers (sub contractors). This report will give a more complete and more meaningful picture of the subcontracting activity transpiring on any given contract than the current, Tier 1-only method. You **MUST** input a prime contract number to run this report.

Note: You may use the “filter” function to obtain data for a specific prime contract, reporting period, and contractor by entering the DUNS#, report type and agency by clicking on the "filter" link underneath the field you desire to filter, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report:

- To select a report for a specific agency use the filter under the “**Target Agency**”, check the “**Limit Filter to Select Values**” checkbox; otherwise, reports will pull from the agency selected and their respective sub-agencies.
- Enter the prime contract number by using the filter underneath “**Prime Contract Number**”.
- Enter the DUNS# of the prime contractor by using the filter underneath “**DUNS#**”.
- Select a specific reporting period (month/year) by selecting from the drop down menu under “**Reporting Period**”.

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #6: What Are Predefined Reports? (Continued)

Time-Phased Individual Subcontract Report:

The data within this report pulls from the parent and sub-agency's "**Accepted**" Individual Subcontracting Reports (ISR). This report will show the actual change (the contractor's improvement or deterioration) from one or multiple reporting periods; however, it is recommended to run the report from the six months ending March 31, xxxx to the six months ending September 30, xxxx because the delta will only be provided for the 1st and 2nd reporting period you have selected (e.g., if you select Mar 31, 2006 thru Sept. 30, 2007 the report will show you the data submitted for the four reporting periods of the selected time frame; however, it will only calculate the delta from Mar 31, 2006 thru Sept. 30, 2007, and not the periods in between). To identify the delta for each reporting period run the report for Mar. 31, xxxx thru Sept. 30, xxxx. This is a great reporting tool for Contracting Officers evaluating and/or comparing their contractor's performance per reporting period to another.

- If "**N/A**" is in a field within the report, this is an indication that eSRS had no "**Accepted**" data available on the contractor for the reporting period you have requested. This is a serious problem if the previous year report was **not** a final, because the ISR is due semi-annually even if no subcontracting has taken place. If "**N/A**" is within the report, check the ISRs submitted to your agency to ensure that all reports have been "**Accepted**". If no report was filed, contact the contractor and have them file the report.

Note: You may use the "filter" function to obtain data for a specific prime contract, reporting period, report submitter, report type and agency by clicking on the "filter" link underneath the field you desire to filter, if you do not use the filter all data will show within the report. The information below will provide guidance on how to use the filter when running the report:

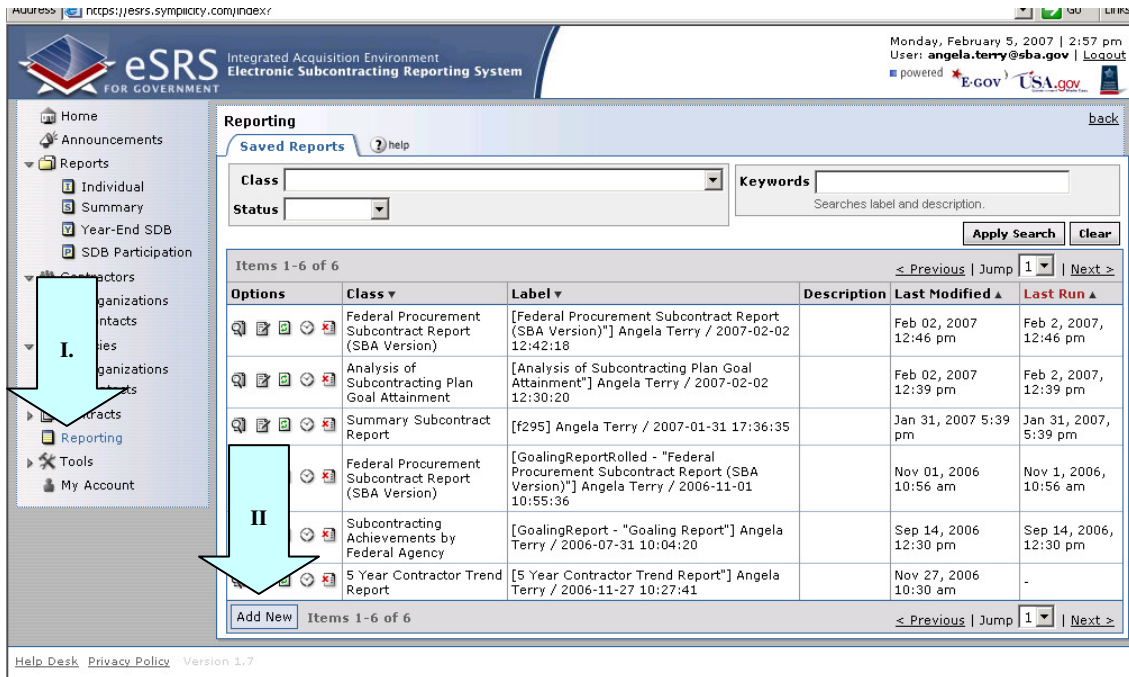
- To select a report for a specific agency use the filter under the "**Target Agency**", check the "**Limit Filter to Select Values**" checkbox; otherwise, reports will pull from the agency selected and its respective sub-agencies.
- If you would like to select reports submitted exclusively by the primes or subs, use the filter underneath "**Report Submitted As.**" Enter the prime contract number by using the filter underneath "**Prime Contract Number**".
- Select the time period, use the filter under **Reporting Period Month** to select the start month/year and the end month/year.
- If you would like to select a specific type of report (regular/final) use the filter under "**Report Type.**"

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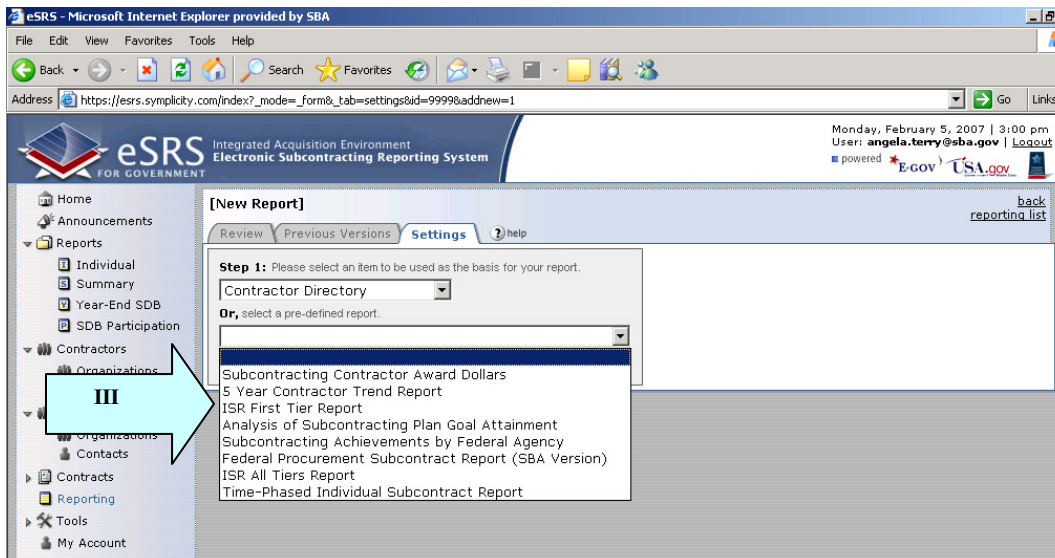
eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #7: How do you Generate a Predefined Report in eSRS?

- I. Create a New Report by clicking on **“Reporting”** on the left navigation menu
- II. At the next screen click, on **“Add New”**



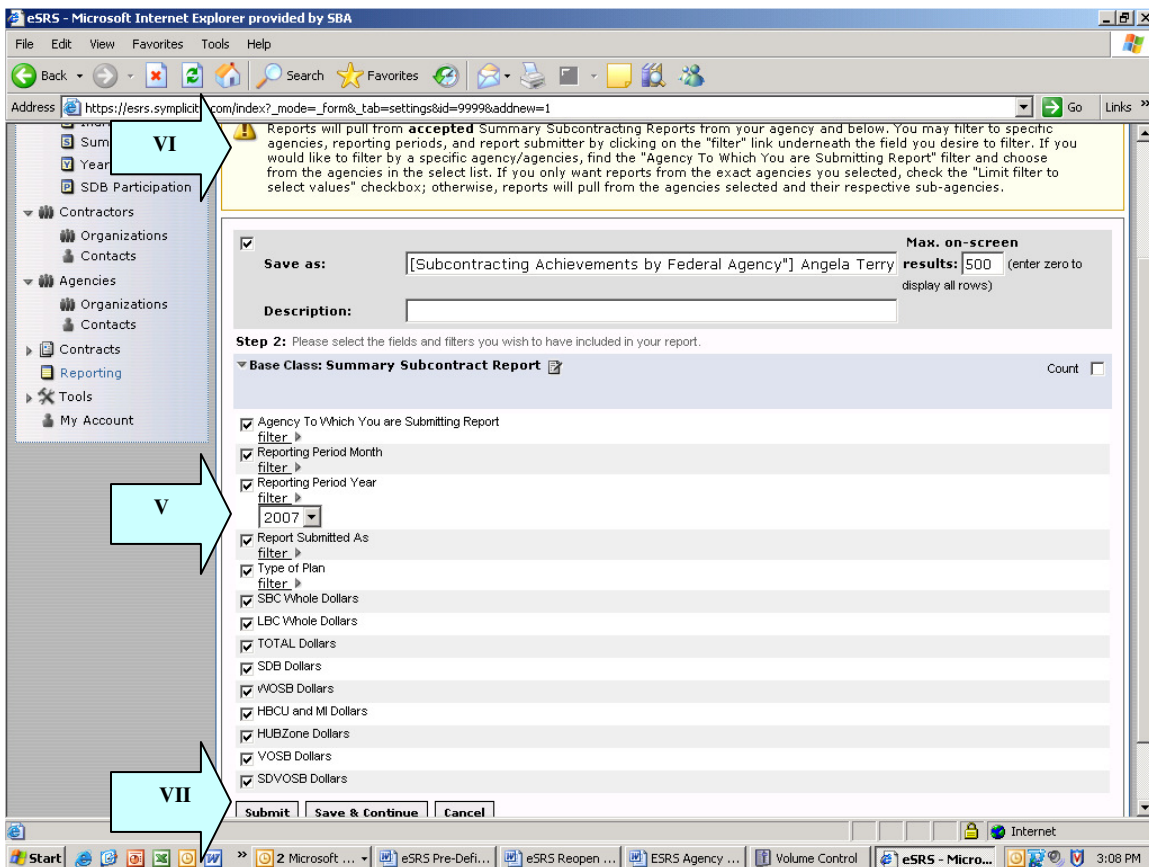
- III. From the drop down menu select a **“Predefined Report”**
- IV. Click **“Continue”**



eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #7: How do you Generate a Predefined Report in eSRS? (Continued)

- V. The required report criteria will be pre-selected within the **“Predefined Report”**. However, other information will need to be provided by the user (i.e., reporting year, agency or sub-agency).
- VI. Helpful information and guidance about selecting the additional report parameters will be displayed at the top of the screen
- VII. Once you have completed selecting your report criteria click **“Submit”** to generate the report. If you click on **“Save & Continue”**, you will be taken back to the **“Predefined Report”** menu screen.



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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #7: How do you Generate a Predefined Report in eSRS? (Continued)

- VIII. Click on **“View Report”** the report will be displayed
- IX. There are several options available once the report is generated:
 - Run the report again by clicking on **“Regen Report”**
 - Show the report in a separate browser by clicking on the **“Open in New Window”**
 - Transfer the report into an Excel Workbook by clicking the **“Save as Excel”**. Once you have transferred the report into Excel, change the numerical values to numbers. Excel automatically transfers numbers over as text
 - Re-configure the report by clicking on **“Change Settings”**
 - Go back to the report list by clicking the **“Return to Report List”**

The screenshot shows the eSRS web interface. At the top, the address bar displays 'https://esrs.symlicity.com/index?_mode=_form&_tab=review'. The page title is '[Subcontracting Achievements by Federal Agency]' Angela Terry / 2007-02-05 15:24:16. The navigation bar includes buttons for 'Regen Report', 'Open In New Window', 'Save As Excel', 'Change Settings', and 'Return To Report List'. The main content area is a table with the following data:

Reporting Agency	SB	SB %	LB	LB %	Total	SDB	SDB %	WOSB	WOSB %	HBCU _MI	HBCU _MI %	HUB2	HUB2 %	YOSB
FY 2006														
STENNIS SPACE CENTER (SSCOO)	46,568,321	94.5	2,723,042	5.5	49,291,363	38,542,394	78.2	36,404,232	73.9	15,274	0.0	6,003,663	12.2	4,433,8
6800 (OLD CODE) (6800)	2,280,843	58.7	1,603,490	41.3	3,884,333	194,158	5.0	383,820	9.9	0	0.0	26,202	0.7	19,501
ADMINISTRATION (120A)	655,583	18.1	2,961,788	81.9	3,617,370	7,141	0.2	34,104	0.9	0	0.0	1,860	0.1	10,166
AGENCY FOR HEALTH CARE RESEARCH AND QUALITY (7528)	1,571,041	39.6	2,395,156	60.4	3,966,197	725,671	18.3	245,641	6.2	0	0.0	0	0.0	31,108
AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	57,824,800	40.2	85,853,568	59.8	143,678,368	3,328,215	2.3	12,746,807	8.9	32,817	0.0	388,638	0.3	76,712
AGRICULTURAL MARKETING SERVICE (12K2)	101,600,517	32.7	208,984,203	67.3	310,584,720	8,813,760	2.8	17,368,274	5.6	92,207	0.0	1,888,782	0.5	11,692,
AGRICULTURAL RESEARCH SERVICE (12H2)	50,699,360	15.2	282,469,279	84.8	333,168,638	3,475,829	1.0	26,148,886	7.8	0	0.0	7,457,532	2.2	5,938,1
AGRICULTURE, DEPARTMENT OF (1200)	19,149	36.1	33,930	63.9	53,079	44	0.1	26	0.0	0	0.0	0	0.0	174

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eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #8: Who to Contact When in Need of Assistance

Non-technical Questions:

- Non-technical Questions are policy, processes and procedures related to Subcontracting and Subcontracting Reporting and information related to the contract. These questions will not be handled by the Federal Service Desk (FSD).
- Non-technical Question Examples:
 - Any questions pertaining to subcontracting and subcontracting reporting
 - Any questions pertaining to the data in a subcontracting report you submitted or have the responsibility to review
 - Any question related to the contract or subcontracting plan
 - Any questions related to data within eSRS or eSRS user responsibilities
 - eSRS agency contact information (i.e. Agency Coordinator or Point of Contact) for FOIA request and assistance on items with which the technical help desk cannot assist you
- Using the FSD website at www.fsd.gov, you can submit a non-technical help desk issue by selecting “**Submit a Question**” tab and select “**Policy**”. When you submit the webform, the SBA Procurement Analyst assigned to answer subcontracting questions will respond with an answer.
- If you call the FSD 800 number with a non-technical question, the FSD representative will not be able to answer your question, but will provide you with the email address of the SBA Procurement Analyst assigned to answer subcontracting questions and the eSRS Agency Coordinator and Point of Contact for the agency to which you report.
- You may also contact the contracting officer (CO) of the Federal Government agency that awarded the contract for questions, concerns, or issues pertaining to subcontracting and subcontracting reporting.
- For training and subcontracting policy questions, contact the SBA Commercial Marketing Representative (CMR) for your area/state. You may locate your CMR’s contact information at http://www.sba.gov/aboutsba/sbaprograms/gcbd/GC_PCRD1.html

Technical Questions:

- Technical Questions will be handled by FSD. You may submit a technical help desk question by going directly to FSD at www.fsd.gov and choosing to chat live with a representative, submit a question, search the answer center or call and speak to a representative. You may also reach the FSD website by logging on to eSRS at www.esrs.gov. Click the “**For Help Federal Service Desk**” and you will be forwarded to the FSD website. Remember, FSD will not answer any non-technical or subcontracting/subcontracting reporting questions related to policies, processes and procedures.
- Technical Questions Examples:
 - Questions pertaining to how the system functions (i.e., Do I need a contract number to file an ISR?)
 - Questions pertaining to user functionality (i.e., add a role, registration, contract work list, can’t view report)
 - eSRS agency contact information (i.e., Agency Coordinator or Point of Contact) for FOIA request and assistance on items with which the technical help desk cannot assist you
 - General information on the subcontracting reports being filed (i.e., When is the ISR due?)

eSRS Quick Reference on How to Generate a Report in eSRS

Quick Reference #8: Who to Contact When in Need of Assistance (Continued)

At the Federal Service Desk (www.fsd.gov) you can:

- Obtain a user id and password (not required) by registering at the www.fsd.gov website. This will allow you to:
 - Keep historical information on your help desk inquiries
 - Check the status of your help desk ticket
- Find information you need by searching several ways in the Answer Center
- Submit a help desk request online
- Give feedback through a customer satisfaction survey
- Chat live with a Customer Service Representative
- Speak to a help desk representative by calling within the U.S. toll free at 1-866-606-8220 or outside the U.S. at 334-206-7828
- Contact FSD at www.fsd.gov, if the information pulled from your DUNS # is incorrect

For all other concerns, contact Integrated Acquisition Environment at integrated.acquisition@gsa.gov

Quick Reference #9: Can I Delete a Report?

- Only contractor's draft reports can be deleted
- Click on **"Deleted"** by the report you would like to have deleted