

Instructions for Submitting Subcontracting Reports Through the eSRS

All Subcontractors who have Small Business Subcontracting Plans with the National Renewable Energy Laboratory (NREL) must submit their Individual Subcontract Reports (ISR) and Summary Subcontract Reports (SSR) through the Electronic Subcontracting Reporting System (eSRS). The eSRS is an electronic, web-based system for subcontract reporting that has replaced the SF 294 and SF 295 paper forms. Go to www.esrs.gov for registration and reporting.

When you first register into the eSRS, use **your company's** DUNS that submitted on your Representations and Certifications. The following information must be included when submitting your ISR:

- Prime Contract Number DE-AC36-08-GO28308
- NREL DUNS Number 80-594-8051
- NREL Subcontract Number xxxx-x-xxxxx-xx
- NREL Point of Contact Rexann Dunn

If your Lower-Tier has a Lower-Tier Subcontractor that is required to submit an ISR, they must include the following information:

- Prime Contract Number DE-AC36-08-GO28308
- NREL DUNS Number 80-594-8051
- NREL Subcontract Number xxxx-x-xxxxx-xx
- Your DUNS number xx-xxx-xxxx
- Your Subcontract Number with your Lower-Tier xxx

If the Lower-Tier Subcontractor has a Lower-Tier Subcontractor, the above information must be included when they submit their reports. Individual subcontract reports will be reviewed electronically by NREL's Small Business Program Manager, Rexann Dunn. The email address to be used when filing ISRs is rexann.dunn@nrel.gov. Summary subcontract reports will be reviewed electronically by the Department of Energy. Include the following email addresses on your SSR: rexann.dunn@nrel.gov, jean.siekerka@ee.doe.gov and david.lighthall@ee.doe.gov. **Do not send your Small Business Subcontracting Reports to the Subcontract Administrator who administers your NREL subcontract.**

For help in submitting subcontracting reports, first go to the eSRS web-site at www.esrs.gov and read the "Most Frequently Asked Questions". For additional information, you may also contact the NREL Small Business Program Manager, Rexann Dunn at 303-275-4322 or e-mail her at rexann.dunn@nrel.gov for assistance.